REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JC

N1-AFU-90-3

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED 10/11/89

1 FROM (Agency or establishment)
DEPARTMENT OF THE AIR FORCE

2 MAJOR SUBDIVISION
Directorate of Information Management and Administration

3 MINOR SUBDIVISION
Records Management Policy Section

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
Grace T. Rowe	694-3494	1/24/90	

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence ☐ is attached, or ☒ is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
OCT 05 1989	Grace T Rowe	GRACE T. ROWE Chief, Records Management Policy Section Directorate Information Mgt & Administration

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	AFR 12-50, Volume II, Disposition of Air Force Records		
1	Reference NARA Bulletin Number 87-7, paragraph 5. Attached is AFR 12-50, Volume II, 31 October 1987. Request evaluation of the regulation in order to provide us with a NARA Job Number for this issuance. This will greatly simply the Air Force implementation of Bulletin 87-7. Any changes made after this issuance will have the appropriate NARA Job Number entered in column D of the rule. We have over 5,400 rules in AFR 12-50. We are building a better data base for the regulation. Instead of having to input over 5,400 NARA job numbers in the rules in the computer, it will be possible to make a global entry in the regulation. We have a telophonic concurrence from Mr. Anderson, NC, and no hearing that we may use one number for our schedule. We do have approval from NC to postpone our implementation of the Bulletin until March 1990.		

115-108

NSN 7540-00-634-4064

STANDARD FORM 115 (REV. 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4

AFR 12-50
Volume II

A I R F O R C E R E G U L A T I O N

Records Management

DISPOSITION OF AIR FORCE RECORDS

RECORDS DISPOSITION STANDARDS

30 OCTOBER 1987

D E P A R T M E N T O F T H E A I R F O R C E

DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington DC 20330–5000

AF REGULATION 12–50
Volume II
30 October 1987

Records Management

DISPOSITION OF AIR FORCE RECORDS

RECORDS DISPOSITION STANDARDS

Volume II consists of decision logic tables (DLTs) which provide disposition authorities for all records created or accumulated by the Air Force. This volume applies to Air Force activities, including the Air National Guard, Reserve Forces, and contractors who create, accumulate or manage Air Force records This regulation will not be supplemented without prior written approval from SAF/AADAQD, Washington DC 20330–5024

This regulation contains the following series of decision logic tables

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Figure
1 How To Use the Decision Logic Table 2

Supersedes AFR 12–50, Volume II, 31 January 1986
(See signature page for summary of changes)
No of Printed Pages 446
OPR SAF/AADAQD (Grace T Rowe)
Approved by Col Normand G Lezy
Distribution F, X

(1.) The first number in the table number is based on the series number in AFR 5-4, Numbering Publications, which prescribes the creation or maintenance of the records listed in the table. The second number is assigned for control purposes only, to indicate the number of the table within a series, and does not correspond or relate to the same sequential numbered Air Force publication. For example, in table 10-1, 10 refers to the 10 series publication and 1 is the first table in the 10 series decision logic tables. The tables are arranged in numerical sequence by these numbers.

(2.) The table title identifies the subject matter included in the table.

(3.) The column headings are assigned alpha designators so that each column may be quickly and accurately referenced in either written or oral communications.

(4.) Column A provides a general description of the records covered. Read down column A until you come to the category of records required.

(5.) Column B is a further general description of the records identified in column A. These descriptions also cover general categories of forms and reports Determine what portion of the description applies to your particular situation. Use AFRs 0-9 and 0-12, and command 0-9s, to determine the prescribing directive for specific forms. A review of the DLTs in the same subject series should provide a general description of the forms, reports, or other records of the series.

(6.) Column C may indicate an organization or level of command where the records are filed; if not, the rule applies to any level accumulating the records described, and column C is left blank. (NOTE: As used in this regulation, major subordinate command refers to headquarters of an activity between a major command and subordinate elements to which authority has been delegated to initiate and promulgate policies and procedures or to exercise managerial control for a major segment of an Air Force- or command-wide function. This includes headquarters of numbered Air Forces, areas, regions, and comparable levels, and level code 3 in AFM 20-3.)

(7.) Column C may indicate a specific copy. If not, the rule applies to all copies, regardless of their location, except copies required by other directives to be given to individuals concerned or filed in personnel records.

(8.) Column D provides appropriate disposition instructions, based on conditions in columns A, B, and C.

(9.) Column D may refer to another table or rule for disposition. If so, cite the referenced table and rule on AF Forms 80 and 82.

(10) An asterisk with the rule number indicates a new rule or a change in disposition authority (column D), or any major change in columns A, B or C.

(NOTE: References in column D of DLTs to "NPRC (MPR)," "NPRC (CPR)," and "WNRC" refer to records centers indicated in volume I, attachment 1, paragraphs 1, 2, and 6, respectively. Use full name and geographical address, as indicated in volume I, attachment 2, when shipping records or corresponding with those centers.)

•**NOTES.** Explanatory notes or lengthy exceptions may be added to the end of a table as notes. When notes are referenced in a table title or rule, they are a part of the title or rule, and must be considered in applying th disposition standard(s).

•**Records Common to All or Several Functional Areas.** General correspondence files are covered by table 10-1, whether permanent or temporary, and pertain to all functional areas. Other records common to all or several functional areas, or for which there is no specific prescribing directive, are in the 10- or 11-series DLTs.

•**Citing DLT References.** On AF Forms 80 and 82, cite the exact table and rule number which provides for the disposition of each series of records listed. Abbreviate by indicating "T" for table, and "R" for rule (for example, T10-1, R4). In correspondence, or other oral or written communications, cite specific table and rule number (for example, table 10-1, rule 4) and, if necessary, specific column (for example, 4A, 4D).

•**Cutoff Dates.** Cutoff dates, indicated in volume I, chart 4-1 are used unless otherwise indicated in the DLTs.

Figure 1. How To Use the Decision Logic Table.

TABLE 34-1 (1)

PERSONNEL SERVICES (2)

RULE	A (3)	B	C	D
	If the records are or pertain to (4)	consisting of (5)	which are (6)	then (8)
1	morale and welfare program planning	studies, directives, and analyses reflecting organization of programs, and conduct and result of program activities		see table 215-1 (9)
2	support for religious, morale, welfare, and recreation facilities and activities	supply records, fund budgets (see note)		see table 215-1
3	professional entertainer records	locator cards for professional entertainers of foreign nationality performing in overseas military establishments		see table 215-1
4	private organizations' (PO) records	constitutions and by-laws, charters or articles of agreement, legal reviews by Judge Advocates, commander's approval to operate on base, biennial review waivers and related papers	at responsible staff offices as designated by the installation commander (7)	destroy 1 year after discontinuance of the PO (see note)
5		minutes of meetings and monthly financial statements		destroy after 1 year or when no longer needed, whichever is sooner (see note)
*5.1 (10)	Private organizations' (PO) records of types 2 and 3 POs as described in AFR 34-4	financial audits and reviews		destroy after 1 year or when no longer needed, whichever is sooner (Exception Retain the most recent for 1 fiscal year following discontinuance of the PO, then destroy)
6	reports on applications for vending stand locations	reports required by AFR 34-2 identifying number of applications for vending stand locations received from state licensing agencies, number accepted, denied, and still pending, as pertains to applications from blind persons	at HQ AFMPC/DPMSC	destroy after 3 years
7			at MAJCOMS and intermediate commands	destroy after 3 months
8			at installations	destroy after 2 years

NOTE Records maintained by private organizations are disposed of as prescribed by the organizations' charter/bylaws (see volume I, paragraph 3-1b)

Figure 1. Continued.

4. Administration Management. This table covers the records of administrative studies that assess the need for administrative systems improvements The workload and organizational data collected may result in the implementation of modern administrative systems

TABLE 4–1
ADMINISTRATIVE SYSTEMS MANAGEMENT

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1	administrative systems studies	approved administrative system study proposals	at HQ USAF and MAJCOM approving authorities	destroy 1 year after system terminated or when no longer needed for reference, whichever is later
2			at other activities	destroy when system terminated
3		disapproved proposals		destroy 1 year after disapproval
4		data collection material such as typing logs, time studies, interviews, questionnaires, computer printouts and related records		destroy 3 months after approval/disapproval of proposal or when no longer needed, whichever is later

5. Publications Management. This table covers record sets of Air Force standard publications and other publications in the publications systems subject to AFR 5–1, Air Force Publications Management Program, and AFR 5–31, Publications Libraries and Sets It does not cover records which are printed or duplicated to meet distribution requirements, such as plans, programs, histories, studies, reports, correspondence, and other such records not included in the AF publications system

TABLE 5–1
PUBLICATIONS MANAGEMENT

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
*1	regulations, manuals, supplements, staff digests, pamphlets, visual aids, periodicals	record set of each publication which have AF–wide or MAJCOM applicability	at HQ USAF/MAJCOMs/major subordinate commands	retire as permanent (see notes 1, 2, 3, 5, 6, 8)
*2			below major subordinate commands which have MAJCOM or AF–wide applicability (see note 7)	retire as permanent (see notes 2, 3, 6, 8)
*3		record sets of regulations, manuals, staff digest	major subordinate commands and below which do not have AF–wide or MAJCOM applicability	destroy after 7 years (see note 2)
*4	recurring and one–time pamphlets	handbooks, booklets or brochures containing informative and instructional (rather than directive) material	pamphlets that do not have AF–wide or MAJCOM applicability	destroy when rescinded, superseded or obsolete, or when no longer needed (see note 4)
*5	visual aids	charts, posters, or other graphic illustrations issued for either permanent or temporary display on walls, bulletin boards, etc	visual aids that do not have AF–wide or MAJCOM applicability	
6	headquarters operating instructions (HOIs)	record set of each publication as prescribed in AFR 5–1	at HQ USAF OPRs	retire as permanent (see notes 2, 3, 8)

TABLE 5-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
6.1			at MAJCOMs and major subordinate commands, and apply to the entire headquarters (such as HOIs)	destroy 2 years after superseded, rescinded or obsolete (see note 4)
7	operating instructions (OIs)	record copies and background material, if any, retained by offices of primary responsibility	at HQ USAF/MAJCOMs/major subordinate commands and do not apply to the entire headquarters (such as directorate, division, branch, etc., OIs)	destroy when superseded, rescinded, obsolete or no longer needed (see note 4)
8			below major subordinate commands	
9	bulletins	announcements, notices, temporary instructions or directive material of no permanent reference value, such as base and weekly bulletins (see table 7-1 for publications bulletins)		
10	(RESERVED)			
*11	recurring periodicals	individual issues and related background material of periodicals not having AF-wide or MAJCOM applicability	at OPRs	destroy when superseded, rescinded, obsolete or when no longer needed (see note 4)
12		newspapers/newssheets		see table 190-1
12.1		TIG Brief record set	at HQ USAF	hold for 2 years then transfer to WNRC as permanent, offer to National Archives after 10 years in WNRC
13		telephone directories	at OPRs	see table 100-13
14	recurring periodical systems	official record set for each approved recurring periodical in the system, including initial request and justification for issuance, cost data and specifications of periodicals and requests for approval, publications management office approval for issuance, each subsequent request and approval for change in specifications, funding, or quantitative requirements, OPR's current annual request for continuance, and the publication management office approval, and other correspondence between the OPR and the publications management office concerning the publication	at publications management offices or OPRs	destroy when recurring periodical is discontinued (see note 4)
15	specialized publications systems	official record set for each approved system of specialized publications, including initial request and justification for a special system of publications, publications management office approval, printed copy of each form prescribed in the prescribing directive, and other correspondence between the OPR and the publications management office concerning the system	at publications management offices	retire as permanent when publications system is discontinued (see note 8) (see also table 8-1)
16			at OPRs	destroy when publications system is discontinued
17 thru 20	(RESERVED)			

TABLE 5-1 CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
21	printed or duplicated records	published plans, programs, histories, studies, reports, correspondence, and other published or reproduced records for distribution requirements, not subject to AFR 5-1		see appropriate tables elsewhere in this regulation
22	manuscripts or proofs	manuscripts and drafts of proposed or revised publications, printer's galleys or page proofs, and other working or control data	at publications management offices or OPRs	destroy when printed publication is received and determined accurate
23		camera-ready		destroy when no longer needed
24	review of higher headquarters' publications for local implementation	forms used to determine what action an OPR intends to take on a higher headquarter's publications, and for follow-up	at publications management offices and result in review of an existing supplement	originals may be filed in supplement's record set as evidence of a special review, and rules 1 thru 3 apply
25			at publications management offices and do not result in review of an existing supplement	destroy on completion of suspense action or after 3 months if follow-up on specified suspense action is not required
26			at OPRs	
27	master and functional publication libraries	inventory record used to record data, discrepancies, corrective action and individual conducting inventory	at master and functional libraries	destroy upon completion of the next inventory
28		spot check record used to record date, discrepancies, corrective action and individual conducting spot check		destroy upon completion of the next spot check

NOTES

1 HQ USAF OPRs file and retain a duplicate copy of AF Form 673, Request for Issuances of Publication, with related record set and background material SAF/AADPD retires the original AF Form 673 Below HQ USAF level, the original AF Form 673 is filed and retained with the record set of publications

2 Retain as current records until the publication is rescinded, superseded, or obsolete (Superseded means that the publication has been replaced by one bearing either the same or a different number and subject Reprints, including those incorporating changes since issuance of the basic, are not considered superseding publications) Then remove from the active file, place in an inactive file which will be cutoff 31 December each year, and retire or dispose of as indicated Background material is retained by HQ USAF OPRs until the related publication is rescinded, superseded, or obsolete, and then retired with the record set to WNRC 2 years after annual cutoff Field OPRs retain background material for standard publications dated before 1 Jan 68, and retire it when the related publication is rescinded, superseded, or obsolete Field OPRs send background material for standard publications dated on and after 1 Jan 68 to the publications management office for retention and retirement, except for digest, bulletins, and operating instructions (other than HOIs)

3 AF Department publications prepared by a MAJCOM/SOA are retired as HQ USAF record sets Responsibility for maintaining the record sets, including all essential background material, is as agreed upon between the HQ USAF OPR and the preparing command When retiring the record set, the HQ USAF OPR is shown in Item 5 (FROM block) of the SF 135, and "341" is shown as the Record Group in Item 6a An accession number is obtained from the HQ USAF OPR Staff Records Manager and entered in Item 6c of the SF 135, per HQ USAF HOI 12-1 Show the preparing activity (MAJCOM/SOA and office) in Item 6f of the SF 135

4 Report material of historical or other significant value considered worthy of permanent preservation to SAF/AADAQD

5 Air Force activities designated as Executive Agent for DOD publications will be responsible for creation, maintenance, and retirement of the publication and all records pertaining to it

6 If the record set of a publication is in microform, then the microfilm of the record set must meet all archival standards and specifications outlined in AFR 12-40 Otherwise, a durable paper copy must be created to satisfy the permanent retention requirements Viewer/printer copies are not authorized for this purpose Approval to use archival microform must be granted by SAF/AADAQD

7 Air Force Departmental publications prepared by the Air Force Standard Information Systems Center are retired as HQ USAF record sets Responsibility for maintaining the record sets, including background material, is assigned to the Center OPR responsible for the particular automated data system which the directive records When retiring the record set to WNRC, the HQ USAF OPR is shown in item 6f (SERIES DESCRIPTION block) of the SF 135 "341" is shown as the Record Group in Item 6a and accession number is shown in Item 6c

8 Offer to the National Archives in 5-year increments when 25 years old

6. Reprographics. This table covers records on the requirements, procurement, production and cost control of Air Force reprographics (printing, duplicating, copying, microform and related processes), the acquisition, utilization, movement and disposition of reprographics equipment, and reports

TABLE 6-1
REPROGRAPHICS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	controlled reprographics equipment	forms and other records that document history of approved reprographics equipment (the requirements evaluations requests, approval, acquisition, maintenance, production volume, transfers and disposal)	at HQ USAF/ MAJCOMs/SOAs and approving and operating levels	destroy 1 year after equipment life in the AF (when equipment is transferred to another AF activity for use, also transfer the related records to gaining activity)
2		disapproved requests for reprographics equipment		destroy after 2 years
3	uncontrolled reprographics equipment	forms and related records	at operating levels	destroy after equipment is dropped from AF inventory following salvage or turn-in of equipment
4	in-plant services	job jacket files containing original matter, negatives, requisitions, correspondence, and allied papers for each printing job	jobs at printing plants not subject to reprinting	destroy 1 month after job completed
5			jobs at printing plants subject to reprinting	destroy when obsolete
6		forms and correspondence for printing	at requesting activities	destroy upon receipt of job, or if used to prepare budget, destroy after 1 year
7		forms and correspondence that document the receipt and distribution of reprographics jobs	at printing, duplicating and micrographics activities	destroy after 1 month
8		forms, including requisitions, and correspondence for duplicating or micrographics work	at duplicating and micrographics activities	destroy 1 month after job completed
9			at requesting activities	destroy upon receipt of job
10	contractor services	forms, including requisitions, and correspondence related to printing, duplicating and micrographics work	at contractor facilities	hold for audit trail, then destroy 2 years after all exceptions have been cleared
11	the Public Printer services and other federal printing sources	forms, including requisitions, correspondence, invoices, and specifications from reprographics procurement activities to the printing sources	at AF reprographics procurement activities	destroy 3 years after close of FY that job was completed or cancelled
12		accounting records, including requisitions, transfer of funds, vouchers, receiving reports, and related records		destroy 3 years after the period covered by the account
13	reprographics production	job logs, requisitions used in lieu of logs, data bases or other means of recording production	at AF printing, duplicating and micrographics facilities or copier monitors, or at contractor facilities	destroy 3 months after reporting production IAW AFR 6-1
14	reports	in-plant printing, duplicating, micrographic and copying cost, production and inventories, commercial cost and production, production standards	at HQ USAF	destroy when 3 years old
15			at MAJCOMs/SOAs and reporting activities	destroy 1 year after reporting period
16	operating rules/notices --other than visual aids--applying to copiers	AF Form 1112, Copying Machine Limitation and Unlawful Reproduction, Office Copy Machine Identification Restrictions, and local operating notices	at copy managers' offices and posted on or near copiers	destroy when superseded or when machine has been permanently removed
*17	copier managers file	copier authorization, limits, maintenance, and related information	at copier managers	destroy when superseded, obsolete or no longer needed

7. Publications and Forms Distribution Management. This table covers records relating to policies and procedures for determining quantity requirements, distributing, stocking and requisitioning publications and forms required for Air Force use

TABLE 7-1
PUBLICATIONS AND FORMS REQUIREMENTS AND DISTRIBUTION

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	publications/forms requisitions and requirements	forms, other records, and related correspondence used to requisition or establish requirements for publications/forms	at customer and publications distribution offices (PDOs)	destroy when superseded, obsolete or no longer needed
2	publications and non-accountable forms distribution status	stock record cards, re-order markers, inventory control records, distribution record cards, and similar control media		
3	accountable forms distribution status			destroy 2 years after removal from active file (see note 3)
4	accountable forms accountability	receipts, destruction certificates, and related correspondence showing the issue, receipt or destruction of blank accountable forms (see note 1)	suspense copies of receipts	destroy when signed receipt is received
5			signed receipts and destruction certificates	destroy 2 years after last serially numbered form in series has been issued or destroyed (see note 3)
5.1			customers' copies	if not covered elsewhere in this regulation, destroy 2 years after forms listed thereon have been issued or otherwise accounted for (see notes 2 and 3)
6	publications bulletins	bulletins issued to tell PDOs and their customers the status of publications and forms	at issuing activities and PDOs	destroy after 1 year
7			accumulated by customers	destroy when no longer needed or after 1 year, whichever is sooner

NOTES
1 For guidance concerning the destruction of unissued accountable forms, see AFR 7-1, paragraph 3-31 and AFR 7-2, paragraph 16c AFR 12-50, volume II, does not provide disposition instructions for forms in their blank (unused) state
2 If the prescribing directive for a particular accountable form requires that the receipts be attached to or maintained with accountability records, then apply the same disposition
3 Do not retire to staging area Retain in accumulating office until eligible for destruction (On inactivation of office, see AFR 12-50, volume I, chapter 6)

8. Special Publications Systems. This table covers specialized publications authorized by AFR 5-1.

TABLE 8-1
SPECIALIZED PUBLICATIONS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	specialized publications system initial approval			see table 5-1
2	manuscripts or proofs			
3	technical orders (TOs)	record copy of each TO in the Air Force TO system (AFR 8-2)	at USAF TO Repository, USAF Technical Order System Section, Oklahoma City Air Logistics Center (OC-ALC/MMEDU)	destroy 6 years after TO is rescinded, contracts are closed and equipment is dropped from AF inventory (EXCEPTION see note 3)

TABLE 8-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
4		background material such as forms reports, correspondence and other records concerning initiation, preparation and issuance of, and changes to TOs	at issuing activities	destroy 2 years after TO is superseded, obsolete or rescinded
5	characteristics guides	record set of each publication, which includes a printed copy of each issuance, edited manuscript (see table 5-1), printed copy of each form prescribed, document showing signature of approving authority, document showing latest annual review by approving authority, and related background material such as records relating to developing, coordinating and issuing each publication		see table 80-4
6	extension course material, OJT packages, and other training publications			see table 50-4
7	specialized publications identified elsewhere in this regulation			dispose of per appropriate table and rule in AFR 12-50, volume II (see note 6)
8	communications security (COMSEC) codes and authenticator systems publications		at AF Cryptologic Support Center, Electronic Security Command	retire as permanent each edition containing a change in content, format, or production principle (code generation media) (see notes 1 and 2)
9	Air Force Occupational Safety and Health (AFOSH) standards		at HQ AFMSC/SGP and HQ AFISC/SEG	retire as permanent (see note 5)
10	Strategic Air Command Civil Engineering Manuals (SAC CEMs)	record copy of each SAC CEM as listed in SACR 0-7	at issuing activities	destroy 6 years after supersession or rescission
11		background material such as forms reports, correspondence and other documentation concerning initiation, preparation, issuance and changes to SAC CEMs		destroy 2 years after SAC CEM is superseded, obsolete or rescinded
12	consolidated base personnel office letters (CBPOLs)	record copies of CBPOLs	at HQ AFMPC	destroy after 2 years (see note 4)
13		copies of CBPOLs used as a policy reference file and maintained in control number sequence by calendar year	at CBPOs, MAJCOM DCS/P staffs, satellite personnel activities, and geographically separated units personnel offices	destroy after 1 year (see note 4)
*14	AF Medical Logistics Letters (AFMLLs)	record copies	at the Air Force Medical Logistics Office (AFMLO)	destroy after 25 years (see note 4)
*15		copies of the AFMLLs	at medical treatment facilities, HQ USAF/ Surgeon General, HQ Air Force Medical Service activities, MAJCOM/ SOAs, and USAF Reserve	destroy after 2 years (see note 4)
*16	Air Force Engineering and Services Center Energy Techdata	record copies	at HQ AFESC	destroy 2 years after supersession or rescision
*17		copies	at Energy and Civil Engineering activities	destroy when superseded or rescinded

TABLE 8-1. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
*18	Air Force Engineering and Services Center Services Letters	record copies	at HQ AFESC	destroy 2 years after supersession or recision
*19		copies	at Services activities	destroy when superseded or rescinded
*20	Air Force Technical Applications Center (AFTAC) Technical Instructions (TI) and Laboratory Procedures (LP)	record sets of each TI and LP issued by AFTAC which include a printed copy of each issuance, manuscript, technical writer draft, authorization documentation, coordination record, latest annual review, and background material used in the development of the TI or LP	at Technical Operations Division	retire as permanent (note 5)

NOTES

1 Retain as current until the publication is rescinded, superseded or obsolete (Superseded means that the publication has been replaced by one bearing either the same or a different number and subject) Remove from the current file, place in an inactive file and cutoff 31 December each year Retire per AFR 12-50, volume I, paragraph 4-2 and chart 4-1. (NOTE AF Departmental specialized publications prepared or issued by MAJCOMs or SOAs are retired as HQ USAF record sets Responsibility for maintaining the record sets, including all essential background material, is as agreed upon between the HQ USAF OPR and the preparing command When retiring, the HQ USAF OPR is entered in Item 5 of the SF 135, and "341" entered in Item 6a as the Record Group No Indicate the preparing office (MAJCOM or SOA and office) in Item 6f of the SF 135 An accession number is obtained from the HQ USAF OPR Staff Documentation Manager and entered in Items 6b and 6c of the SF 135 before shipping the record sets to WNRC per HQ USAF HOI 12-1) Record sets of documentation in rule 8 will be offered to National Archives when sensitivity and classification no longer prevent their use for historical research.

2 Regeneration criteria may be destroyed after they have been used and authorized for destruction by using units

3 Prior to authorizing OC-ALC/MMEDU to destroy TOs on expiration of retention period, the responsible air logistics center (ALC) will

a Insure that all AF obligations to other users (Air National Guard, Air Force Reserve, Military Assistance Pact countries and Foreign Military Sales customers, etc) have been satisfied

b Insure through the ALC Staff Judge Advocate and HQ USAF/JAC that there are no unsettled claims, litigation or other incomplete actions involving a rescinded TO

c Provide a listing and offer the TOs to the Director, Air Force Museum, Wright-Patterson AFB OH 45433

d Obtain written permission from the data source to release TOs for museum use if they contain proprietary data If any conditions are imposed by the contractor, they will be stipulated in the transfer agreement

4 Retain in current file until eligible for destruction

5 Offer to National Archives in 5-year increments when 25 years old

6 When a specialized publication is not described in AFR 12-50, volume II, submit AF Form 525 and a sample of the publication to SAF/AADAQD requesting establishment of disposition authority under the appropriate functional table

9. Forms Management. This table covers records relating to general policies and procedures governing the production of forms, standards, methods, techniques, and operating procedures for effectively developing and using forms in the AF.

TABLE 9-1

FORMS MANAGEMENT

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	Air Force Forms Management Program	records that reflect development, formulation and issuance of all basic plans, policies and procedures, and the managerial control of the AF-wide forms management program which encompasses development of standards, design, typography and specifications for, and consolidation, identification, registration and standardization of all forms created by AF activities	at HQ USAF and MAJCOMs	destroy when 6 years old, earlier disposal is authorized if the records are superseded, obsolete, or no longer needed for reference
*2	functional forms files	collection of current forms used for control, precedent, comparison and general reference		destroy immediately discontinued, superseded, revised or replaced

TABLE 9-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
3	numerical forms files	approved AF Form 1141 and/or DD Form 67 (both titled Request for Approval of Form) submitted by OPR for the form, and all revisions, latest printing specifications, latest AF Form 1382, Request for Review of Publication and/or Form(s), showing status of the form, records about the form, a final draft/master or a copy of the current edition showing the OPR's approval, and a copy of each printed edition of the form		destroy 1 year after obsolescence (see note)
4	(RESERVED)			
5	forms management reports	reports of forms management activities, progress, status, and costs	consolidated reports at HQ USAF	destroy after 5 years
6			at MAJCOMs and major subordinate commands	destroy after 1 year
7			at activities below major subordinate commands	destroy on completion of next report
8		Forms Management Activity Record (AF Form 1798) used to prepare Forms Management Progress Report (AF Form 1799)		destroy after 1 year
9	Forms Register (AF Form 1797)	control cards on command and office forms, show forms numbers, OPR, prescribing directives, reproduction actions, and costs		destroy 1 year after date form became obsolete

NOTE Printed copy of each prescribed form, copy of request for approval of the form, and the document that established the requirement will be filed with the record set of the prescribing directive

10. Administrative Communications. These tables cover general correspondence, messages, administrative orders and other administrative records not covered elsewhere

TABLE 10-1

CORRESPONDENCE, MESSAGES, AND PROJECT FILES

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	general correspondence (permanent)	letters, indorsements, memoranda, reports, and related data involving a variety of subjects (not appropriate for filing with other records series) and categorized under the AF Subjective Classification System except office administration, created or received that records policy making and program management guidance for which the office has primary responsibility	at HQ USAF/ MAJCOMs/major subordinate commands functional OPRs	retire as permanent (see note 1)
2	general correspondence (temporary)	categorized under the AF Subjective Classification System and created or received by any office not covered by rule 1		destroy after 1 year
3		duplicate files kept by action officers, supervisors, or supervisory or monitoring offices when record copies or official file copies are filed elsewhere in the same organizational element (see note 3)		
3.1		that portion of the correspondence files, categorized under the AF Subjective Classification System, that does not document policy making and program guidance	at HQ USAF/ MAJCOMs/major subordinate commands functional OPRs (see note 4)	

TABLE 10-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
4	transitory material	transmittal records that add no significant information to material transmitted, not needed to document specific functions or actions, but are of reference value and are kept in a separate chronological file		destroy 3 months after monthly cutoff or when no longer needed, whichever is sooner
5	reading file	extra copies of letters, messages or other records used for periodic review by office staff, as a cross-reference to the record copies filed in the same office, for signature control, preparation of periodic reports, or for similar administrative purposes, and are maintained in a separate chronological file		destroy 1 year after monthly cutoff or when no longer needed, whichever is sooner
6	message file	extra copies of messages, except those covered elsewhere in this table or table 100-14 or those filed with other records series used as a cross-reference to the record copies or file copies, and are maintained in a separate file by date-time group, control number or some other finding feature		destroy 6 months after monthly cutoff or when no longer needed, whichever is sooner
6.1		copies of separate series messages maintained as a policy reference file		destroy after 1 year or when no longer needed, whichever is sooner (EXCEPTION destroy EMCs and IMCs when superseded or rescinded by a formal publication)
6.2		copies of ALPERSCOM and AIG 8106 "B" and "W" series messages used as a policy reference file and are in control number sequence within a calendar year	at MAJCOMs, CBPOs, satellite personnel activities and geographically separated unit personnel offices	destroy after 1 year (see note 5)
6.3		record set of ALPERSCOM and AIG "B" and "W" series messages	at HQ USAF/MPEA and HQ AFMPC	destroy after 2 years (see note 5)
7	office projects/studies	case files of individual projects/studies relating to an office's management function, such as analyses of policies/procedures, or actions or changes in the manner or method of planning, directing, controlling, or doing work (do not include management studies covered in table 25-1, cost studies, in table 173-1, R&D projects/studies in 80-series tables, or any other project or study covered elsewhere in volume II of this regulation)	at OPRs at any level and which result in issuance of a publication	include as background material to the publication and dispose of according to table 5-1
8			at major subordinate command OPRs and above, and do not result in issuance of a publication	destroy 20 years after completion of project/study or when no longer needed
9			below major subordinate command OPRs, and do not result in issuance of a publication	destroy 2 years after project/study is closed
10		background and working materials, such as routine requests for reports or data, routine correspondence concerning administration of the project/study, extra copies of records or reference materials, data analyses and summaries, drafts, and other preliminary papers leading to final results or findings not needed to document the project/study		destroy when no longer needed or on completion of the project/study, whichever is sooner

TABLE 10-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
11		any of the material identified in rules 7-10 above and not needed to document other records series	at offices other than OPRs (such as monitoring, control or feeder offices)	
11		any of the material identified in rules 7-10 above and not needed to document other records series	at offices other than OPRs (such as monitoring, control or feeder offices)	
12	staff meetings and conferences (not covered elsewhere)	record copies of agenda, minutes and related correspondence (see table 25-3 for AF committee and board records and for sound recordings) not filed with another series	at major subordinate commands and above	retire as permanent (note 1)
12.1		recorded in other series		destroy after 1 year
13		record copies not filed with another series	below major subordinate commands	destroy after 1 year, on inactivation of activity, or when no longer needed, whichever is sooner
14		information copies not filed with another series		
15	block assignment of address indicating groups (AIG) numbers	messages/letters correspondence relating to initial assignment of AIG block and any subsequent changes or adjustments	at MAJCOM AIG managers (or at any lower level to which AIG management authority is delegated)	place in inactive file on cancellation of the block, destroy after 1 year
16	address indicating group case files	messages/letters of promulgation, copies of each modification or recap, and related correspondence	at cognizant authorities and AIG managers	destroy after 3 months (note 6)
17	form or guide letters	coordination copy of form or guide letters	at approving authorities	destroy when superseded or obsolete

NOTES

1 Rule 1 applies to correspondence and other data of the type described in AFR 12-50, volume I, paragraph 3-4 which are not filed as, or filed with, a separate series identified elsewhere in volume II of this regulation The file is not screened or a further segregation attempted to separate permanent from temporary when the file is cutoff or retired, except as provided for in AFR 12-50, volume I, paragraph 7-4b Offer records to National Archives in 5-year blocks when latest record is 25 years old.

2 RESERVED

3 Rule 3 applies when an entire file consists of duplicate copies maintained for monitoring purposes

4 Offices which are subject to conditions in rule 1 will use rule 1 and 3 1 for their correspondence files

5 Retain in active file until eligible for destruction

6 Cutoff as of end of month in which cancelled or in which recapped, except retain initial promulgation message/letter with background material with recap correspondence until AIG is cancelled

TABLE 10-2

ADMINISTRATIVE COMMUNICATIONS DISTRIBUTION AND CONTROL

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	communications distribution	forms or similar media used to determine distribution made of incoming communications		destroy after 3 months or when no longer needed, whichever is sooner
1.1		forms or similar media prepared for subject routing of terminated message traffic by the message distribution function of telecom centers		destroy when superseded or obsolete
2		message registers/logs		destroy after 6 months or when no longer needed, whichever is sooner

TABLE 10-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
3	administration communication reviews	message/correspondence review/improvement check lists and similar records used to review message or correspondence management		destroy when no longer needed.
4	(RESERVED)			
5	suspense control	extra copies of communications, forms, notes, etc		destroy when reply is received or action is completed
6		file copies of transitory communications		destroy when no longer needed or file with transitory material per table 10-1
7		file copies of nontransitory communications		incorporate with appropriate record series per other tables when no longer needed

TABLE 10-3

ADMINISTRATIVE ORDERS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	background material to orders in rules 2, 2 1 and 4	letter request for orders, amendments, etc , justification files on special authorizations when required by orders publishing activity	organized and maintained per AFR 10-7 (see note 1)	destroy after 1 year (see note 1)
2	permanent orders	originals or record copies of G-series special orders and MO, movement orders		retire as permanent (see note 3).
2.1	Temporary orders	originals or record copies of A-series, O-series, X-series, aeronautical, and reserve orders		destroy after 56 years (see notes 4 and 5)
3		originals or record copies and background material for M- and P-series special orders issued after calendar year 1966, T-series special orders, Y-series orders, squadron nonprefixed single numbered series special orders, and PA- PB-series special orders		destroy 1 year after annual cutoff (see notes 1 and 5)
4		M- and P-series special orders issued before calendar year 1967		destroy after 15 years (see note 1)
*5	orders covered by rules 2 thru 4	other copies distributed to any AF activity for information or other record purposes (includes CBPO administrative file copies)		destroy when no longer needed, or apply same disposition as files they record (see other tables in this regulation), as appropriate
*6	Automated Orders Data System	identification data in computer used to prepare temporary duty travel orders		destroy when the individual to whom the data pertains is reassigned

NOTES

1 Justification files for special authorizations, theater clearances, and other coordinations, approvals, or other records such as letters, messag etc , which support the content or need for the orders, are maintained by orders-issuing/approval officials per AFR 10-7

2 (RESERVED)

3 Offer to National Archives in 10-year blocks when latest records in block are 25 years old

4 Aeronautical, reserve, and A-series orders dated prior to May 1964 may be retained at NPRC for reconstruction of military personnel rec destroyed by the 1973 fire, until no longer needed When no longer needed, apply approved retention period

5 The "Y", "O", and "X" series of orders are shredouts of certain types of civilian travel The "Y" order replaces the "T" for all civilian TD attend training "T" is used for all other temporary duty actions for both military and civilian employees "O" replaces "A" for all PCS-OC funded career program selections "A" series is used for all military PCS orders, separations and certain appointments "X" replaces "A" fo other civilian PCS orders

11. Administrative Practices. These tables cover administrative records not provided for elsewhere in this regulation.

TABLE 11-1
OFFICE SUPPORT

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	office administrative files	records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists, including records related to the office organization, staffing, procedures, and communications, the expenditure of funds, including budget papers, day-to-day administration of office personnel including training and travel, supplies and office services and equipment requests and receipts; the use of office space and utilities, copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), if not covered elsewhere, and other materials that do not serve as official records of the programs of the office (note 5)		destroy after 2 years, or when no longer needed, whichever is sooner
2	(RESERVED)			
3	(RESERVED)			
4	source, support or control data	working papers, drafts, stenographic notes, tapes and disks that have been transcribed, charts, diagrams, or other graphic material used for briefings, or similar data that are summarized in final or other form which are used to facilitate or control work in progress and are not needed for record purposes		destroy when no longer needed (see note 1)
4.1 thru 4.6	(RESERVED)			
5	(RESERVED)			
6	reports, controlled and uncontrolled (defined in AFR 700-11) (not covered elsewhere) (see note 3)		at preparing activities	destroy when no longer needed.
7			at requiring activities	submit a records disposition recommendation per volume I, paragraph 1-2b
8		information copies	at monitoring or intermediate activities	destroy when no longer needed.
9	precedent files	extra copies of selected records received or created reflecting policies, procedures, instructions or functional responsibilities; examples of typical cases; and similar data which is or is not in other record series that may serve as an example, reason or justification for a later action		destroy when superseded, obsolete, or no longer needed, whichever is sooner
9.1	(RESERVED)			
10	office instructions, additional duty handbooks/workbooks (see note 2)	collection of reports, checklists, worksheets, correspondence, instructions, and related records which prescribe or state a desired way of performing a local task or function which are not appropriate or issued as standard publications (see table 5-1)		destroy when superseded, obsolete or no longer needed, whichever is sooner

TABLE 11-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
11	building or office services (not covered elsewhere)	records relating to automobile parking permits, office space assignments and coding, installation of communication equipment,, issuance of room keys, transportation services, locksmith services and related records		
12	presentation aids (not covered elsewhere)	schedules, written or recorded speeches, talking and briefing papers, graphic and speech aids, and related records		
13	(RESERVED)			
14	general reference publications (see note 2)	master, functional, or operational files of publications (see AFR 5-31) and publications of other government agencies or private organizations which are not record copies and are maintained for general reference		destroy when superseded, obsolete, or no longer needed, whichever is sooner
15	technical/specialized reference materials (see note 2)	not record copies of published or reproduced reports, directives or other records; extra sets of motion pictures, still photographs, slides, sound recordings, maps, charts, and similar materials not covered elsewhere and maintained for technical or specialized reference purposes		
16		not record copies of rule 15 reference materials, but are considered worthy of permanent retention or disposition by other than actual destruction		report them to SAF/AADAQD per volume I, para 3-2
17	organizational planning	organizational and functional charts, personnel charts, indicating grades and ratings, and other organizational planning records not covered elsewhere	at HQ USAF/MAJCOMs/major subordinate commands staff offices down to and including directorate or comparable level	retire as permanent one record copy (see note 4)
18			below organizational levels cited in rule 17	destroy when superseded or obsolete

NOTES

1 When disposition instructions for any material covered by these rules are predictable (such as "destroy when next machine listing is produced"), enter the predictable event, time, etc , as the cutoff instructions on the related AF Form 82 AF Forms 82 are not required for any material covered by this rule which is not filed or retained for any period of time However, they may be identified on AF Forms 80 if specific material is identified, except working papers and drafts which are destroyed daily or during the course of normal business

2 General reference publications and technical/specialized reference materials, office instructions, additional duty handbooks, workbooks and continuity folders, will not be reported on records management reports However, they may be identified for disposition control purposes on AF Forms 80 and 82 at the discretion of the command records management officer

3 When reports which are covered elsewhere in this regulation are maintained as feeder reports, summaries, or only for information purposes, they may be filed and disposed of under the provisions of rule 8, this table

4 Offer records to the National Archives in 5-year blocks when latest records is 25 years old

5. This rule is not applicable to the record copies of organizational charts, functional statements, and related records that record the essential organization, staffing, and procedures of the agency

TABLE 11-2

ADMINISTRATIVE RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	congressional inquiries	nonroutine inquiries and replies relating to or involving AF policy, procedures, plans, classified information, and other matters of importance—such as changes in status or location of AF organizations, activities or installations, production facilities, major procurement or allied matters	at OSAF and HQ USAF	retire as permanent (see note 4)

TABLE 11-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
2			below HQ USAF	destroy after 5 years
3		routine and noncontroversial communications from and to members of Congress relating to unclassified information—such as requests from military personnel for discharge or reassignment, for assistance in placement in federal service, to place contractors on AF bidders' lists as source of procurement, and inquiries from constituents about surplus property	at HQ USAF	destroy after 2 years
3.1			at OSAF and all activities below HQ USAF	destroy after 1 year
3.2	congressional travel	letters, requests for travel orders, messages, trip reports, and related data and attachments pertaining to congressional travel sponsored by the Department of the Air Force		destroy after 6 months or when no longer needed, whichever is sooner (see note 3)
3.3	(RESERVED)			
4	Joint Chiefs of Staff (JCS) documents	JCS papers implemented by the AF, and made a part of the AF documentation of the action implemented		they have the same disposition as the records they document
5		JCS papers received for informational purposes only		destroy when superseded, obsolete, or no longer needed
5.1		brief packages, brief sheet, index, coordination and receipt sheet, talking papers, background papers, service changes, and other related papers to support brief package	at HQ USAF/XOXJ	retire as permanent after 5 years (see note 4)
5.2			at other than HQ USAF/XOXJ	destroy after 3 years or when no longer needed, whichever is sooner
5.3		Air Force responses to JCS taskings (replies and support material)	at HQ USAF/XOXJ	retire as permanent after 5 years (see note 4)
5.4			at other than HQ USAF/XOXJ	destroy after 3 years or when no longer needed, whichever is sooner
6	Secretary of the Air Force Orders (SAFOs)	formal delegations and assignments of authority and responsibilities issued by (or by order of) the Secretary per AFR 11-18, and related background data	record sets at SAF/AAA	retire as permanent (see note 4)
7			below SAF which are the basis for an AF publication	they become background material to the related publication (see table 5-1)
8			at HQ USAF and MAJCOM OPRs which are not the basis for an AF publication	retire as permanent (see note 4)
9			information copies	destroy when superseded, obsolete or no longer needed
10		(RESERVED)		
11		drafts and related background data which are disapproved for issuance as a SAFO or AF publication		destroy after 2 years or when no longer needed, whichever is sooner
*12	support agreements	host-tenant support agreements accomplished under AFR 11-4, with any modifications, memoranda of understandings, as required, reports and related records concerning services rendered and assignment of real property and facilities to tenant and attached units		destroy 6 years after agreement is superseded or terminated

TABLE 11-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*12.1		interservice support agreements and related correspondence accomplished under DOD 4000 19-R		
*12.2		support agreements accomplished under other than AFR 11-4 and DOD 4000 19-R or procurement directives, and not included in rule 12 above		
12.3		information copies of host-tenant support agreements and other support agreements		destroy when agreement is superseded or terminated
13	fund-raising campaigns	correspondence, receipts, invoices and similar or related records		destroy on completion of next equivalent campaign or after 1 year if there is no next equivalent campaign
14	General Accounting Office (GAO) and Defense Audit Service (DAS) reports	reports and correspondence on GAO/DAS surveys and reviews of AF activities to evaluate effectiveness, economy of administration, and conformance to legal requirements, and reports and correspondence on action taken as a result of GAO/DAS findings/recommendations	at HQ USAF	destroy after 5 years
15			below HQ USAF	destroy after 3 years
16	official visits/staff visits	requests for permission to visit, reports of visits (including findings, recommendations, and followup actions), and other directly related records relating to scheduled or special visits to perform staff or technical assistance to AF activities, for conducting studies, or attending scientific, technical, or professional meetings or business conferences	at offices performing visits, and which are not made a part of or needed to document another records series covered elsewhere	destroy 2 years after completion of next comparable visit, on completion of related study or when no longer needed, whichever is sooner
17			at offices or organizations visited, and which are not made a part of or needed to document another records series	destroy on completion of next comparable visit or when no longer needed, whichever is sooner
18			at intermediate, monitoring or evaluating offices	destroy 1 year after all action has been completed
19		notifications of visits, itineraries, rosters of visitors, and comparable transitory material not needed to record visit reports	at offices making visits, or at offices visited	destroy on completion of visit
20		visit schedules		destroy when superseded or obsolete
21	delegations/designations of authority and additional duty assignments	correspondence, forms, orders, and related records, but not needed to document a transaction, another record series, or not covered elsewhere in this regulation (see note 5)		destroy when rescinded, superseded or obsolete
22	officer of the day (OD) and charge of quarters (CQ)	reports of OD, SDO, CQ, and comparable duty officers		destroy after 3 months
23	reports on applications for vending stand locations	reports required by AFR 34-2 identifying number of applications for vending stand locations received from state licensing agencies, number accepted, denied, and still pending, as pertains to applications from blind persons	at HQ AFMPC/DPMSC	see table 34-1
24			at MAJCOMS and intermediate commands	
25			at installations	

TABLE 11-2. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
26	community service program	reports	at HQ AFMPC/MPCASC	destroy when superseded, obsolete, or no longer needed
27			at other than HQ AFMPC/MPCASC	destroy after 2 years
28		legal agreements and permits obligating the AF		destroy when superseded, obsolete, or no longer needed
29	locator or personnel data	cards, machine listings, rosters and comparable data		destroy when superseded, or on reassignment or separation of individual (see note 1) (See table 182-2 for postal directory)
30	duty rosters	rosters, forms and other records		destroy after 6 months or on inactivation of unit, whichever is sooner
31	individual record of duty	cards used for military personnel		destroy 6 months after card has been filled, or destroy immediately after individual is separated or transferred, or on inactivation of unit, whichever is sooner
32		cards used to record attendance of contract technical service and similar personnel		destroy when no longer needed for audit purposes
33	internal inspections/ self-inspection checklists/inventories (not covered elsewhere)	letters, checklists, report of findings, and documents pertaining to periodic local inspections/inventories and are not a part of or needed to document another record series covered elsewhere		destroy 1 year after completion of next comparable inspection/inventory or when no longer needed, whichever is sooner
34	overtime requests	form record of approval or disapproval of overtime, holiday premium pay, and compensatory time	at supervisory, approval authority, or administrative level	destroy when records are 3 payroll years old (see note 2)
35	gifts from foreign governments to AF personnel, consultants and their dependents	background information related to gift presentations, requests to retain gifts for official use, appraisals, request approvals, reports, guidance on accepting gifts, investigative data, administrative or disciplinary action against violators of gift acceptance and reporting provisions		destroy after 30 years or when no longer needed, whichever is sooner
*36	flexitime attendance records	supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under flexitime systems	kept by supervisor	destroy after 3 years or after GAO audit, whichever is sooner (see table 177-21, rule 3)

NOTES

1 When the reverse of AF Form 624 is used to record a disclosure of personal information covered by the Privacy Act, the form must be kept for at least 5 years from the date of the last disclosure or the life of the record, whichever is longer (See AFRs 11-24 and 12-35)

2 Documents may be retained in office until eligible for destruction

3 When congressional travel records are used as background for case files, their disposition will be the same as the files they support

4 Offer to National Archives in 5-year blocks when latest record is 25 years old

5 See table 40-1 for civilian personnel office authorities, table 70-5 for designation and appointment of contracting officers, table 182-2 for appointment of unit mail clerk, and table 177-17 for appointment of cashiers and agents

TABLE 11-3

WAKE ISLAND VITAL STATISTICS AND NOTORIAL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	vital statistics	applications, licenses, certificates, reports, registers, logs, etc , pertaining to marriages, births, deaths, divorce, dissolution of marriage, annulments, and related records	at Wake Island	hold indefinitely on Wake Island (see note)
2	notaries public	applications for appointment as notary, recommendations, letters of appointment, logs and registers used to record notarization of records, and related records		

NOTE If jurisdiction over Wake Island is transferred to another agency, contact SAF/AADAQD for disposition instructions

12. Records Management. These tables cover policies and procedures governing the creation, maintenance, disposition, preservation, storage and retrieval of records. They also include records on the management of microform systems, the Freedom of Information Act Program and the Privacy Act Program.

TABLE 12-1

RECORDS MANAGEMENT PROGRAM

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	records management planning	records pertaining to development, establishment, supplementation, and issuance of records management policies and procedures governing conduct of AF- and command-wide records management program (see AFR 12-1)		destroy when 6 years old or when no longer needed, whichever is later (see notes 2 and 7)
2	files maintenance and disposition	Files Maintenance and Disposition Plan (AF Form 80), Files Disposition Control Label (AF Form 82) and related records		destroy when superseded, obsolete, or no longer needed
2.1		electronic files of files maintenance and disposition plans and disposition control labels		erase when obsolete, superseded or no longer needed
3	retirement, transfer, or shipment of records (SF 135, SF 258)	forms and related correspondence used to retire, transfer or ship records (see note 4)	at offices of initiators below HQ USAF for records placed in staging areas	destroy when no longer needed (see note 5)
4			at office of record manager (RM) for records placed in staging areas	destroy when all records listed have been retired or destroyed (see note 5)
5			at RMs, command records managers (CRM) and other offices for records retired to records centers	destroy when all records listed have been destroyed or transferred to the National Archives, or when no longer needed, whichever is later (see note 5)
6			at RM, CRM, and other offices for records transferred between AF activities and between AF activities and other agencies	destroy after 1 year or when no longer needed, whichever is later
7		electronic files of forms or related records used to retire, transfer or ship records		erase when obsolete, superseded or no longer needed
8	(RESERVED)			

TABLE 12-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*9	records disposition recommendations	recommendations for new or revised disposition instructions for AF records	at SAF/AADAQD	destroy when related records are destroyed, or transferred to National Archives, or when no longer needed for administration or reference purposes
10			at records management offices reporting directly to SAF/ AADAQD	destroy 1 year after disposition instructions are published, 1 year after specific instructions are received if not published in AFR 12-50, 1 year after disapproval, or when no longer needed, whichever is later
10.1			at activities other than rules 9 and 10	destroy 1 year after disposition instructions are published, 1 year after specific instructions are received if not published in AFR 12-50, or 1 year after disapproval
*11	records management reports	annual or other reports of records holdings and disposition including the report of classified records retention and disposition (RCS HAF-DAQ(A)8701)	at SAF/AADAQD	destroy after 3 years, or when no longer needed for reference or analysis, whichever is later (see note 7)
*12			at MAJCOMs and below	destroy when 2 years old, or when no longer needed, but not later than 6 years (see note 7)
13	(RESERVED)			
14	microform systems (previously, records storage and retrieval (RS&R) systems)	records pertaining to development, establishment, issuance of procedures relative to systems, proposals for approval of systems, changes to approved systems, cancellation or completion of approved systems	approved systems at SAF/AADAQD	destroy 6 years after formal system cancellation
15			approved systems at records management offices below HQ USAF and implementing offices	destroy when system is cancelled (EXCEPTION forward to SAF/AADAQD, system records not previously submitted)
16			disapproved systems at SAF/AADAQD and MAJCOM/DADs	destroy 6 years after disapproval
16.1			disapproval systems at originating offices	destroy 2 years after disapproval
17	other records management operations	records related to requests for filing equipment, presentation of training courses, and other records management operations not covered elsewhere	at records management offices	destroy when no longer needed (see note 7)
18	Microform Service Centers (MSCs) and Microform Production Facilities	requests for approval with supporting records and records of approval	at approving offices	destroy 10 years after inactivation of MSC
19			at implementing levels at other than approving offices	destroy on inactivation of MSC (see note 9)
20	microform system reports	annual or other reports of microform system operations, related equipment and cost data, and summaries of such reports	at SAF/AADAQD	destroy after 6 years
21-22	(RESERVED)			

TABLE 12-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*23	Freedom of Information Act (FOIA) Program	correspondence relating to administering the FOIA		destroy after 2 years or when no longer needed for administrative use, whichever is sooner
*24		correspondence responding to requests for information granting access to all requested records, to requestors who provide inadequate descriptions, to those who fail to pay required fees and requests which are referred to another agency for action		destroy after 2 years
*24.1		official file copy of requested records or those under appeal		dispose of according to disposition instruction for the related record, or with the related FOI request, whichever is later
25		RESERVED		
26		denials of access to all or part of records requested	not appealed	destroy after 5 years
27			appealed	destroy 4 years after final determination by the Secretary of the Air Force, or 3 years after final adjudication by courts, whichever is later
*27.1		RESERVED		
*28		files maintained for control purposes, including registers and similar records listing date, nature of request and name and address of requester	at FOI managers' offices	destroy 5 years after date of last entry on register or on other files, 5 years after final action by the Air Force or after final adjudication by the courts, whichever is later
29		annual report to the Congress	at SAF/AADAQD	retire as permanent (see note 8)
30		(RESERVED)		
31		other reports		destroy after 2 years or when no longer needed, whichever is sooner
32		receipts for monies, cash collection sheets, and related accountable records	at FOI managers' offices	see table 177-17 and note 3 below
33		legal opinions		see table 110-1
34	engineering data service/support centers (EDSCs) on non-AFLC bases (see note 6)	records pertaining to development, establishment, supplementation, and issuance of management policies and procedures governing EDSCs or other comparable systems	at HQ USAF/ MAJCOMs/SOAs/DRUs records management offices	destroy 6 years after system cancellation (see note 7)
35		requests for establishment, supporting records and approval/disapproval correspondence	at approving offices	destroy 1 year after termination of system
36			at implementing offices	destroy upon termination of system
37			disapproved at HQ USAF/ MAJCOMs/SOAs/DRUs records management offices	destroy 6 years after disapproval or on inactivation, whichever is sooner (see note 7)
38			disapproved at originating offices	destroy after 1 year
39	engineering data and drawings	reference copies of data maintained to service requesters	at EDSCs	destroy when superseded, obsolete, inactive, or when no longer needed, whichever is sooner (see table 67-15, rule 5)

NOTES
1 RESERVED
2 If the records results in the issuance of a publication, it is handled according to table 5-1
3 When small volume makes it more practical, file and dispose of with records in rule 24
4 See NOTE in AFR 12-50, volume I, chart 7-3 for procedure when the SF 135 is used as a receipt for classified records
5 Forward to the next higher records management office on inactivation
6 Records created as a result of AFR 12-41, prescribing directives for EDSCs on non-AFLC bases, will be disposed of per this table Records created as a result of AFR 67-28 prescribing directive for EDSCs located on AFLC bases will be disposed of per 67-series tables
7 Retirement to federal records centers is not authorized
8 Records will be offered to the National Archives in 5-year blocks when the most recent records are 15 years old (e g, 1970-74 records to be offered in 1990)
9 Dispose of records pertaining to management of MSCs and Microform Production Facilities in accordance with Table 6-1

TABLE 12-2
PRIVACY ACT PROGRAM

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1	Privacy Act general administrative files	records relating to the general administration of the Privacy Act of 1974, the AFR 12-35 and AFPs 12-36 and 12-38 which are functional guidance, clarification and operating determinations not covered elsewhere in this table		destroy when superseded, obsolete or no longer needed
2	Privacy Act case files	requests from and replies to individuals on whether a system of records contains a record pertaining to them which are not concurrently processed as requests for access or amendment of records (excluding the official file copy of the record requested)		
3		requests from and replies to individuals for access to or amendment of records pertaining to themselves and which are processed under the Privacy Act (AFR 12-35) and include approvals, denials, appeals, statement of disagreements, summaries or statements of AF reasons for not amending records, and all actions from initial request through final appeal (excluding the official file copy of the record requested)	for requests totally granted	destroy 2 years after date of reply
4			for requests totally or partially denied and not appealed	destroy 5 years after date of reply
5			for requests totally or partially denied and are appealed, exclusive of records in rule 6	destroy 4 years after final determination by the Secretary of the Air Force (SAF/AA), or 3 years after final adjudication by the courts, whichever is later
6			statements of disagreement and AF justifications for refusal to amend a record which are filed with the subject individual's record, or maintained so as to permit ready retrieval and referral whenever the disputed record is disclosed	disposition is the same as the individual's record, or 4 years after final determination by the Secretary of the Air Force (SAF/AA), or 3 years after final adjudication by the courts, whichever is later

TABLE 12-2. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
7	accounting of disclosures	records used for maintaining an accurate accounting of the date, nature and purpose of each disclosure of a record from a system of records to any person or another agency as required by AFR 12-35, and which show the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable; either filed in or maintained separately from the records to which they pertain		hold for the life of the disclosed record or destroy 5 years after the date of disclosure, whichever is later (see notes 1, 3)
8	reports of systems of records	records relating to preparation, coordination and submission of notices of systems of records for publication in the Federal Register, including reports of new or changed systems, public or government agency comments and responses, published systems notices, justifications and approvals of exemptions, and annual or other evaluations of the relevancy and necessity of information in systems of records	at SAF/AADAQD, Privacy Act offices, and offices of systems managers	destroy 2 years after discontinuance of the system of records or on disapproval of a system
9	official file copy of requested record			dispose of in accordance with disposition instruction for the related record, or with Privacy Act request, whichever is later.
10	(RESERVED)			
11	Privacy Act reports	Privacy Act Program annual reports	at SAF/AADAQD	retire as permanent (see note 4)
12		feeder reports and inputs	at HQ USAF, MAJCOM and base Privacy Act offices and offices of systems managers	destroy after 2 years or when no longer needed, whichever is sooner
13	receipts for monies	receipts, cash collection sheets and related data maintained by offices collecting fees for copies of records		see table 177-17 (see note 2 below)
14	legal opinions	opinions establishing precedent or based on precedent opinions		see table 110-1

NOTES

1 Although the accounting of disclosure is required to be maintained for at least 5 years, the related disclosed record will be destroyed when it becomes eligible as prescribed elsewhere in this regulation

2 Small volumes of money receipts may be filed and disposed of with documentation in rules 3, 4 or 5, as applicable

3 Action correspondence for disclosure or the AF Form 771, Accounting of Disclosures, or both, that are used to input data into the Privacy Act Tracking System (PATS) may be destroyed after 1 year or when no longer needed, whichever is sooner PATS serves as the accounting of disclosure of record in these cases

4 Offer to the National Archives when 15 years old

Table 15-1 has not yet been approved by NARA. Use for planning purposes only.

*TABLE 15-1

INTERNAL CONTROLS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	assessable units	grouping of functional account codes with assigned OPRs	at SAF/ACR	destroy 5 years after assessable units are superseded or when no longer needed, whichever is later
2	risk assessments	documented worksheets, minutes of meetings, and reports addressing the risk of assessable units	at all activities	destroy 5 years after completion of next comparable vulnerability assessment or when no longer needed, whichever is later
3	internal control plan	follow-on action plans and schedules for required reviews		destroy 5 years after completion of next comparable plan or when no longer needed, whichever is later
4	systemic reviews	documented review of system		destroy 1 year after completion of next comparable review or after 5 years, whichever is sooner
5	compliance reviews	letters, checklists, reports of finding, and records pertaining to compliance-type reviews		
6	end-of-review reports	summary of results of reviews		
7	statements of assurance	letters stating compliance or noncompliance with internal control objectives		destroy 5 years after completion of next comparable statement or when no longer needed, whichever is later
8	annual statement of assurance sent to SECDEF (RCS. DD-COMP(AR)1618)	annual reports including description of evaluation, report of material weaknesses, status of corrective action, and other similar records	at SAF/ACR	retire as permanent (see note)
9	description of evaluation	record of actions taken to evaluate internal controls	at all activities	destroy 1 year after completion of next comparable evaluation or when no longer needed, whichever is later
10	progress reports	report of progress on follow-on actions		destroy 6 months after submission of next comparable report or when no longer needed, whichever is later
11	report of material weaknesses	statement of problem, objectives, milestones, point of contact, etc.		destroy 1 year after corrective action has been completed or after 5 years, whichever is later
12	status of corrective actions	report on achieving milestones and objectives for corrective actions		
13	end-of-year summary	report of hours spent on the internal control program		destroy 1 year after submission of next comparable summary or when no longer needed, whichever is later
14	internal control examination reports	documentation of internal control examinations or other actions taken to support the internal control program		destroy 1 year after completion of next comparable report or after 5 years, whichever is later

NOTE Offer to the National Archives in 5 year blocks when the latest record is 25 years old

19. Environmental Planning. These tables cover records pertaining to policies, procedures, responsibilities for implementing national environmental standards such as pollution abatement, air pollution control, environmental plans, programs and projects for land and facilities, the historic sites program and related information

TABLE 19-1
ENVIRONMENTAL PLANNING

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	pollution incident report or operations event/incident report	telegraphic details of the incident	at HQ USAF/MAJCOMs	destroy after 1 year or when no longer needed
2			at installations	destroy after 5 years
3	environmental assessments	project description, discussion of environmental impact of the project and related papers	at MAJCOMs/bases	destroy when no longer needed (see note 5)
4	draft or final environmental statement or overseas environmental studies	detailed project description and discussion of environmental impact of the project and related papers	at HQ USAF	
5			at MAJCOMs and bases	
5.1	Environmental Protection Committee Meeting Minutes	minutes of meetings		destroy after 2 years
5.2	Environmental Pollutant Control Report, Environmental Management-By-Objectives, or Trash and Waste Recycling Proceeds Report	data submission		
6	National Pollutant Discharge Elimination System (NPDES) applications/permits	wastewater discharge applications and permits	at bases/stations	destroy when superseded or obsolete (see note 1)
7			at MAJCOMs	destroy when superseded or obsolete
*8	pollutant analysis reports and hazardous waste manifesting records (see note 2)	records and information resulting from monitoring activities, including those required by NPDES permits, including all records of analyses performed, and calibration and maintenance of instrumentation and recordings from continuous monitoring instrumentation	at bases	destroy after 3 years. (see note 6)
9			at USAF Occupational Environmental Health Laboratory (USAF OEHL)	destroy after 10 years
*10	violations of environmental standards	reports of violations and actions taken, including programming actions and operational modifications	at bases	destroy 3 years after the last action taken to correct the violation (see note 6)
*10.1	notice of violation	official notices from regulatory agencies		destroy 2 years after compliance has been achieved (see note 6)
11	sampling point master record		at installation bio-environmental engineering activities	destroy when installation closes or AF is relieved of accountability
12	emission inventory	inventory report, tables, monitoring reports, Prevention of Significant Deterioration (PSD) survey results, and related correspondence and reports		destroy when updated inventory is prepared
13	accumulation and disposition of recoverable and waste petroleum products	statistical summaries of quantities and methods of disposition	at MAJCOMs, San Antonio Air Logistics Center and installations	destroy 3 years after date of summary

TABLE 19-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
14	plan for recoverable and waste petroleum products	plans and supporting data		destroy when obsolete, superseded or no longer needed
15	operations and maintenance of Solid Waste Disposal Facilities (landfill operations)	detailed facility description, correspondence, and related records	bases/stations	destroy after 50 years (see notes 3 and 4)
*16	installation restoration program	reports, studies and related correspondence	at HQ USAF, MAJCOMs and bases	retain pending approval of disposition authority
*17	hazardous and toxic waste management	reports, permits, studies and related correspondence		

NOTES

1 When AF is relieved of accountability or when the AF installation no longer discharges pollutants, retain the last NPDES application/permit for 10 years, then destroy If a longer retention period is required, submit a request for extension to SAF/AADAQD

2. See table 161-5 for drinking water analyses.

3 Landfill operations (Solid Waste Disposal Facilities) must be identified on master plans, real property facility record, etc (See table 87-5, Real Property Accountable Documentation, and table 88-3, Air Base Planning Records)

4 Destroy 50 years from the date of the establishment of the documentation or 50 years after the enactment of P L 96-510, 11 December 1980, whichever is later (Section 103, P L 96-510) If the Administrator of the Environmental Protection Agency (EPA), the EPA regional administrator, the state or local environmental officials, or the installation commander require a longer retention period for the protection of the public health or welfare, submit a request to SAF/ AADAQD for approval of the revised retention period

5 Not authorized for retirement to federal records centers

6 Comply with rule disposition or the local/state/federal requirements, whichever is later

TABLE 19-2

INTERAGENCY AND INTERGOVERNMENTAL COORDINATION OF LAND, FACILITY AND ENVIRONMENTAL PLANS, PROGRAMS, PROJECTS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	Air Installation Compatible Use Zone (AICUZ)	studies and amendments	at any organizational level	retire to the National Archives when AF is relieved of accountability for the installation (see note)
2		case files of correspondence and supporting records		destroy when superseded or when AF is relieved of accountability for the installation
3		maps and overlays (vicinity/flight track/accident potential zone (APZ)/noise zone, compatible use district (CUD))		destroy when AF is relieved of accountability for the installation
4		operational and maintenance data, consisting of forms, letters and related records concerning flight tracks, types of aircraft, number of operational altitudes, aircraft ground maintenance operations, computer chronicles, etc		
5		AICUZ Handbook		destroy when obsolete, superseded or no longer needed
6		AICUZ Implementation and Maintenance Plan with supporting data		
7	Coastal Zone Management, Floodplain Management and Wetlands Protection Actions	letters, messages, consistency determinations, state plans, Environmental Impact Statements (EISs), etc		destroy when superseded, or retire or destroy with the project, program or plan which they support

TABLE 19-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
8	controversial issues	letters, messages, media releases, reports, analyses, etc		destroy 7 years after the controversy has been cleared or when AF has been relieved of accountability for the installation
9	Memoranda of Understandings (MOUs)	letters, messages, comments on MOUs		destroy when superseded
10	Office of Management and Budget Circular A-95 submissions	letters, messages, comments		dispose of with related project, program, plan which they support

NOTE Upon retirement to the National Archives, the records covered by rule 1 will be screened by the National Archives Center for Cartographic and Architectural Archives, and only selected map enclosures will be retained permanently while the remainder of the records will be destroyed by the National Archives

*TABLE 19-3

HISTORIC PRESERVATION PROGRAM

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	historic preservation	all records pertaining to the historic preservation program		retain pending approval of disposition authority

25. Management Engineering. These tables cover records relating to general policies and procedures governing the conduct of management advisory studies and work measurement program, as well as boards and committees.

TABLE 25-1

MANAGEMENT ENGINEERING RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	productivity enhancement studies (includes management advisory studies) (see note 1)	associated feasibility studies, study proposals, requests, and memoranda with related records	approved proposals/requests, held at AFMEA, MAJCOMs or Command Management Engineering Team (CMET)	destroy 3 years after implementation action is taken on the final study report
1.1			approved proposals/requests later rejected, held at AFMEA, MAJCOMs or CMET	destroy 2 years after rejection of report
2			disapproved proposals/requests held at AFMEA, MAJCOMs or CMET	destroy 1 year after disapproval action
3		study plans and reports with related records for submission of management advisory study reports	approved for implementation, held at AFMEA, MAJCOMs or CMET	destroy 3 years after implementation of the study recommendations
4			rejected by the approving authority, held at AFMEA, MAJCOMs or CMET	destroy 2 years after study rejection

TABLE 25-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
5		(RESERVED)		
6		(RESERVED)		
7		study indexes	at AFMEA and MAJCOMs	destroy when superseded
8	(RESERVED)			
9	(RESERVED)			
10	(RESERVED)			
11	(RESERVED)			
12	(RESERVED)			
13	manpower standards studies (see note 1)	associated feasibility studies, memoranda, and measurement plan (MEAS-PLAN) with related records	for AF standards at Functional Management Engineering Team (FMET) or designated lead team	destroy 1 year after verification that standards are superseded, obsolete or upon inactivation of activity to which standards apply
14			(RESERVED)	
15			for command standards at command lead teams	
16			for AF standards at MAJCOMs SOAs, and input teams	destroy after publication of the manpower standard.
17			for command standards at MAJCOMs, SOAs and input teams	
18		measurement report (MEAS-REP) and other manpower standards source data as requested by MEAS-PLAN, but not necessarily included in the standards FIN-REP, including standard data input computation, measured manhour records, workload factor records, work unit production records, OPR concurrences and comments	for AF standards at FMET or designated lead team	destroy 1 year after verification that standards are superseded, obsolete or upon inactivation of activity to which standards apply, whichever is sooner
19			(RESERVED)	
20			for command standards at command lead team	
21			for AF and command standards at MAJCOMs or participating input teams	
22		final report (FIN-REP) and proposals with related records, including supporting computations, computerized output products, program management data, and impact applications reports	for AF standards at FMET or designated lead team	
23			(RESERVED)	
24			for command standards developed by a command lead team	
25		computerized output products pertaining to the unadjusted input data (raw data) such as operational audit detail, summary lists, data analyses, and regression analysis products	for AF standards at FMET or designated lead team	destroy 1 year after implementation of standard or after the input data serves no useful purpose in any specific data collection or analysis project, whichever is longer
26			(RESERVED)	
27			for command standards developed by command lead team	
27.1		computer entries of rules 22, 24, 25 and 27 computerized output products	at AF Design and Service Center and MAJCOMs/bases data automation offices	destroy (cancel) in accordance with rules 22, 24, 25 and 27

TABLE 25-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
28		standards maintenance records including review process, partial remeasurement, data analyses, revised equations and manpower tables, as appropriate, for AF and command standards		destroy on the same basis as the original FIN-REP to which they pertain
29		documented manpower guides defining manpower allowances with supporting records	at the preparing activity	destroy 1 year after guide is superseded or obsolete
30			at the using activity	destroy when superseded or obsolete
31		disapproved manpower standard studies coordinated through the FMET or AFMEA study staffing process		destroy 2 years after disapproval as a standard or, if it is determined that the proposal can be used as a manpower guide, then rules 29 and 30 apply
32		existing reports and supporting records for standard studies that have been cancelled during development for AF or command standards		destroy 2 years after cancellation
33	Air Force Manpower Standards (AFMS)	record set of each publication, which includes a printed copy of each issuance; edited manuscript, record showing signature of approving authority, record showing latest review by approving authority and related background, such as records relating to developing, coordinating, and issuing each publication	at issuing activity	retire as permanent (see note 2)
34			at preparing activities	destroy 1 year after AFMS is superseded, obsolete or rescinded (see note 1)
35	management engineering program status and schedule report (RCS HAF-MPM(Q)(7121) (see note 1)	AF Form 29, Management Engineering Program Quarterly Status Report, and AF Form 501, Management Engineering Program Study Schedule	at MAJCOMs and SOAs	destroy 3 years after date of report
36			at AFMEA	destroy when no longer needed
37	Air Force MEP master schedule (see note 1)	schedule with related records	at MAJCOMs and SOAs	destroy 1 year after supersession or when no longer needed
38			at AFMEA or using activity	destroy when superseded

NOTES
1. These records are not authorized for retirement to federal records centers
2. Offer to the National Archives in 5-year blocks when latest record is 25 years old

TABLE 25–2

PRODUCTIVITY MEASUREMENT, EVALUATION, AND ENHANCEMENT

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	productivity measurement and evaluation	data and information in correspondence, reports, and other sources used to prepare the annual federal productivity report or assess internal Air Force productivity	at functional managers as an input to the consolidated AF report	destroy when year covered by report is earlier than current base year of program
2			at HQ AFMEA for preparation of the consolidated AF report	destroy when no longer needed
3			not an input to the consolidated AF report	
4		studies associated with development or refinement of productivity measurement systems		destroy when no longer needed or superseded
5	productivity goals	data and information in correspondence, reports, and other sources used to prepare the annual Air Force Productivity goals report or establish other internal Air Force productivity goals	at functional managers	destroy when no longer needed
6			at HQ USAF and HQ AFMEA for preparation of the consolidated AF report	destroy after 3 years
7	productivity enhancing capital investments	individual requests, summary records, status reports, and general correspondence for Fast Payback Capital Investment (FASCAP), Component Sponsored Investment Program (CSIP), and OSD Productivity Investment Fund (PIF) projects	approved requests at MAJCOMs/SOAs	destroy 2 years after close of FY in which approved project was amortized
8			approved requests at HQ USAF and HQ AFMEA	destroy 3 years after close of FY in which approved project was amortized
9			approved requests below MAJCOMs/SOAs	destroy 1 year after close of FY in which approved project was amortized
10			disapproved requests	destroy 1 year after close of FY in which request was disapproved
11	productivity enhancement	projects, studies, research materials, reports and other data pertaining to enhancement of labor productivity and quality of working life		destroy when no longer needed

TABLE 25-3

COMMITTEE AND BOARD RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	AF committees (see note 1)	case files of each approved AF committee, including but not limited to directive or charter establishing the committee, resume of major points of interest concerning committee hearings and its general operations, terminating directive and final committee report and findings, including minutes of meetings and other papers relating to the establishment, revision or termination of individual studies or projects	recorders' records	retire as permanent (see note 2)
2			members' records, not made a part of another records series or not covered elsewhere in other tables	destroy when no longer needed
3	advisory committees (see note 1)	case files of each approved advisory committee, including but not limited to Secretarial approval, charter, listing of members and all changes, waivers in committee rules, agenda, verbatim transcripts or notes of meetings, studies, analyses, reports or other data, compilations or working papers made available to or prepared by or for any such advisory committee, and any other data required by AFR 11-36	recorders' records	retire as permanent (see note 2)
4			members' records not made a part of another records series or not covered elsewhere in other tables	destroy when no longer needed
5	sound recordings	sound recordings of minutes of meetings of boards/committees	transcribed to paper records	destroy when transcribed (degauss and reuse magnetic tapes)
6			not transcribed to paper records	see rules 1 thru 4, as applicable
7	administrative support records	records that facilitate and support the responsibilities of the chairman/recorder and staff activities designated as representatives on or for boards/committees, including copies of minutes, mailing lists, agendas, reports, correspondence, and other related papers reflecting the position taken on policy development or other board/committee deliberations	chairman/recorder/members and responsible staff activity records not covered elsewhere in other tables	destroy when no longer needed
8	committee management officers' control files	monitoring and control case files which consist of records relating to the approval, establishment, review, and termination of individual boards/committees	for AF committees	destroy 1 year after termination of the committee
9			for advisory committees	destroy when obsolete, no longer needed or on inactivation of committee
10	reports of existing committees	annual reports of AF and advisory committees in existence, submitted according to AFR 11-36	accumulated by HQ USAF Committee Management Officer	retire as permanent one copy of each inventory (see note 2)
11			accumulated below HQ USAF level	destroy after 2 years
12			supporting feeder reports	destroy when no longer needed

NOTES

1 Committees and advisory committees are defined and explained in AFR 11-36

2 Offer to the National Archives in 5-year blocks when latest record is 25 years old

26. Manpower and Organization. This table covers records relating to general policies and procedures governing the authorizing, allocating, utilizing and programming for military and civilian personnel.

TABLE 26-1
MANPOWER AND ORGANIZATION

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	manpower authorization	computer magnetic master tapes containing detailed unit and position manpower authorization data for all fiscal periods in the current manpower program	as of the last day of each calendar month, at HQ USAF	destroy after 1 year
2			as of the last day of each calendar month, at MAJCOMs	destroy after 6 months.
3			as of the last day of each fiscal quarter, at HQ USAF	destroy after 5 years.
4			as of the last day of each fiscal quarter, at MAJCOMs	destroy after 2 years.
5			as of the last day of each FY, at HQ USAF	retire as permanent (see note 3)
6			as of the last day of each FY, at MAJCOMs	destroy after 5 years.
7		computer magnetic tapes or card decks containing data extracted from the manpower authorization file		destroy when superseded or no longer needed.
7.1		computer magnetic tapes or card decks containing manpower authorization data that are used as interface between data systems		
8		(RESERVED)		
9		(RESERVED)		
10		(RESERVED)		
11		machine listing of data derived from the manpower authorization file		destroy when superseded or no longer needed
12		machine listings such as tables, registers and indexes which reflect the posture of manpower subsystem files at the completion of an update cycle		destroy after 1 month or when no longer needed.
13		machine listings such as error lists and change lists which provide selective information during an update cycle		destroy on completion of the update cycle or when no longer needed.
14		machine listings containing selected data obtained through inquiry against the various manpower files		destroy when no longer needed
14.1	(RESERVED)			
14.2	resource control	computer magnetic tapes reflecting the status of manpower allocations for all fiscal periods in the current manpower program	as of the last day of each calendar month at MAJCOMs	destroy after 1 year or when no longer needed, whichever is sooner
15	manpower change requests	correspondence, forms or machine listings which identify the changes requested and contain justification, coordination and approval/disapproval statements	approved requests at HQ USAF	destroy 5 years after approval
16			disapproved requests at HQ USAF	destroy 3 years after disapproval
17			approved/disapproved requests at MAJCOMs	destroy 2 years after implementation or disapproval.
18			approved/disapproved requests below MAJCOMs	destroy 1 year after implementation or disapproval.
18.1			information copies maintained for monitoring purposes	destroy after 1 year or when no longer needed

TABLE 26-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
19		forms which are used solely as keypunch creation sheets		destroy after completion of update cycle or when no longer needed
20	deferred manpower requirements	listings/correspondence reflecting manpower requirements which have been validated but not allocated because of nonavailability of resources		destroy when superseded or no longer needed
21	USAF organization	USAF Command Organization Chart Book	at HQ USAF	retire as permanent (see note 1)
22		DAF directives such as DAF/PRM letters directing organizational actions	at issuing activities	
23	USAF manpower programming	manpower programming data in support of USAF force structure, including program change requests, force and financial plan, 5-year defense plan	at HQ USAF	
24	commercial activity (CA) inventory reporting data system	magnetic tapes containing CA annual inventory reporting data for in-house activities and contract services	at HQ USAF and AFMEA	destroy when obsolete or no longer needed
25			at MAJCOMs/SOAs/DRUs	destroy after 2 years
25.1		punch cards used for developing magnetic tape containing CA annual inventory report data	at MAJCOMs/SOAs/DRUs and bases	destroy when obsolete or no longer needed
*26	manpower standards application and reapplication	annotated machine listings, standards application work sheets, coordination records, workload collection worksheets, and workload verification records/correspondence	at MAJCOMs/SOAs and management engineering teams (METs)	destroy after 1 year, or when no longer needed, whichever is later
*27	commercial activities cost comparison studies	performance work statement of unit or function considered for contracting out, deduct analysis, cost study, and supporting records	at MAJCOMs and MET performing cost study	destroy 5 years after study, upon completion of next study, or when no longer needed, whichever is later
28	(RESERVED)			
29	commercial activity program records	machine listings of data derived from the CA inventory reporting data system	at HQ USAF and AFMEA	destroy when obsolete or no longer needed
30			at MAJCOMs/SOAs/DRUs and bases	destroy after 5 years
30.1		background records for CA inventory report data entered on punch card transcripts and/or work sheets, including general CA inventory report correspondence		destroy after 2 years
30.2		CA reviews, new start or expansion requests, cost comparison studies and general CA program correspondence	at HQ USAF and AFMEA	destroy when obsolete or no longer needed
30.3			at MAJCOMs/SOAs/DRUs and bases	destroy when superseded
31	USAF organization tables (OTs)	tables of manpower requirements for AF Reserve and Air National Guard units, reflecting data in terms of functions, grades, AFSCs and numbers required to support various levels of workload and/or authorized equipment	at HQ USAF	retire as permanent (see note 2)
32			below HQ USAF	destroy when superseded
33	civilian position essentiality statements	statements prepared annually for all civilian positions and individually for vacated positions before they may be filled	at HQ USAF	destroy after 3 years
34			below HQ USAF	destroy after 1 year

NOTES

1 Offer to the National Archives in 5-year blocks when latest document is 25 years old

2. Offer to the National Archives when 25 years old USAF Organizational Tables are no longer created Less than one cubic foot is stored in the WNRC.

3 Offer to the National Archives as soon as possible after creation

27. Programming. This table covers records pertaining to the principles and objectives for development of current, intermediate and long-range programs pertaining to the AF mission. Publications concerning programming in specific subject areas are placed in the appropriate subject series tables.

TABLE 27-1
PEACETIME PROGRAM RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	USAF "P" series records	records with the short title of PA, PD, PT, PM, PS, PG, etc (except communications-electronics program records covered in table 100-4)	at HQ USAF	retire as permanent (see note 1)
2			at MAJCOMs	destroy when superseded or obsolete
3			reference copies	
4		background, source and feeder material	at HQ USAF	destroy when related record is superseded or no longer needed
5			retained copies of MAJCOM submissions including forms pertaining to the recommended flying-hour program	destroy after 2 years or when obsolete, whichever is later.
6	command program records	records equivalent to the USAF "P" series (EXCEPTION see rules 11 1 and 11 2)	at MAJCOMs	destroy 2 years after close of the earliest FY included in the document or when superseded or obsolete, whichever is later
7			at major subordinate commands and below	destroy when superseded or obsolete
8		background, source and feeder materials (EXCEPTION see rules 11 1 and 11 2)	at MAJCOMs	destroy 2 years after close of the earliest FY included in the document or when superseded or obsolete, whichever is later
9			retained copies of command staff element activity submissions with related correspondence	destroy when related plans are superseded or obsolete
10			retained copies of major subordinate command submissions including forms pertaining to the recommended flying-hour program	destroy 2 years after close of the FY to which they relate.
11			retained copies of submissions made to major subordinate commands	destroy on receipt and review of the related command program record for accuracy
11.1	Air Force consolidated cryptologic program		at HQ ESC	destroy after 8 years
11.2	command control and communications program (C3P)	background, source and feeder material	at MAJCOMs	destroy after 5 years or when no longer needed for ongoing decision processes, whichever is later (see note 2)
12	program action directives, programming plans, and planning documents	plans, programs, directives, orders written for peacetime implementation, background, source, and related data	at HQ USAF and MAJCOMs	destroy 2 years after the date all actions were completed
12.1			reference copy records	destroy when superseded or no longer needed

TABLE 27-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
13	USAF organizational records	DAF directives which direct organizational actions, HQ USAF/PRP DAF movement directives for the movement of AF units, including DAF movement directives issued by oversea commands that effect payment for travel and relocation of people and units, and background to records described in rule 15	at issuing activities	retire as permanent (see note 1)
14			at other than issuing activities	destroy 1 year after action is completed (EXCEPTION when used as background to record sets of orders, see table 10-3)
15		requests for action and justification thereof, studies, movement directives, requests for orders, and other related records		

NOTES.
1 Offer to the National Archives in 5-year blocks when latest record is 25 years old
2 These records are not authorized for retirement to a federal records center

28. War Planning. These tables cover records pertaining to policies and procedures for the development, administration, and support of USAF plans pertaining to the AF wartime mission. Publications concerning planning in specific areas are placed in the appropriate subject series tables.

TABLE 28-1
WARTIME PLANNING RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	master set of plans	the USAF War and Mobilization Plan (WMP), USAF Planning Concepts (The Plan); Continuity of Operation (COP DAF) Plan; Survival, Recovery, and Reconstitution (SRR) Plans, augmentation plans, and all plans written in support of JCS, HQ USAF, and unified command plans	at HQ USAF and MAJCOMs	retire as permanent when superseded, obsolete, or when implemented, one copy of all plans with essential source material, annexes, appendices, tabs, and all changes thereto (see note).
1.1	Joint Operating Planning System (JOPS) master set of plans	camera ready pages, background material, JCS approval records, maps, flight plans, charts, and TPFDL Listings and agency coordination sheets for JOPS prepared Operation Plans	at specified commands	hold for 2 years when no longer required by the JCS, retire the record copy and all background information as permanent (see note).
2	support plans	records similar to those described in rule 1, received from subordinate echelons, lateral commands, and other defense agencies for monitoring purposes and/or for coordination of planned operations		destroy when superseded or obsolete
3	implemented plans	a master set of implementations of the planning records covered in rule 1	at implementing headquarters	retire as permanent (see note).
4	basic planning records	basic wartime plans, operations plans and orders, augmentation plans, continuity of operations plans, and similar media with essential source material providing guidance and requirements to support higher headquarters wartime planning		destroy when related plan or order is superseded or obsolete
5	reference plans	war plans and similar media received for review and guidance		destroy when superseded, obsolete, or no longer needed
6	background material	correspondence and related support data furnishing input to MAJCOM wartime plans	at MAJCOMs	destroy when related plan is superseded or obsolete

NOTE Offer to the National Archives in 5-year blocks when latest record is 25 years old

TABLE 28-2

SINGLE INTEGRATED OPERATIONAL (SIOP) AND CONTINGENCY/TRAINING PLANNING RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	revisions of the SIOP, contingency or training plan	operational and intelligence data essential to the successful execution of specific sortie(s) of a unit's Emergency War Order, contingency operation, or training operation	at operational units	destroy when revised plan is implemented, superseded, obsolete or no longer needed
2	planning records	annexes to the SIOP, basic wartime plans, operational plans and orders, augmentation plans, continuity of operations plans, and similar media which provide essential guidance and requirements to construct support/implement higher headquarters wartime/contingency planning	at intermediate commands, NAFs, operational units	destroy when superseded, obsolete or no longer needed

30. Personnel. Tables in this series cover records affecting both military and civilian personnel, except that the Personnel Data System—Military is included. See tables in the 35-series for military personnel, the 40-series for civilian personnel, and the 45-series for Reserve Forces records.

TABLE 30-1

MILITARY AND CIVILIAN PERSONNEL

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	Confidential Statement of Affiliations and Financial Interests - DOD Personnel	DD Form 1555 filed under AFR 30-30	at appropriate Standards of Conduct Counselor	destroy when 6 years old, except that records needed in an ongoing investigation will be retained until no longer needed in the investigation
1.1	report of DOD and defense related employment	reports filed in accordance with AFR 30-14	at HQ AFAFC/RPD	destroy after 3 years
1.2	Executive Personnel Financial Disclosure Report	SF 278 filed under AFR 30-30 and required by the Ethics in Government Act of 1978 (P L 95-521)	at Judge Advocate General, HQ USAF and Office of the General Counsel of the Air Force (SAF/GC)	destroy when 6 years old, except that records needed in an ongoing investigation will be retained until no longer needed in the investigation
2	requests for approval to attend technical, scientific or professional meetings	requests and related correspondence	approved requests at approving headquarters and/or orders-issuing office	destroy after 1 year
3			disapproved requests or approved requests at activities other than in rule 2	destroy after 3 months
4	records of symposia, conferences, exhibits, scientific and technical conventions conducted or sponsored by AF	minutes, agendas and related records, accumulated by sponsoring OPR of AF-conducted symposia/conferences		dispose of with related functional subject matter files of the activity or office
5		control records, correspondence concerning conduct of events which do not document an achievement or have continuing reference value		destroy after 1 year or when no longer needed, whichever is sooner
6	off-duty employment requests/applications	records and related correspondence pertaining to requests for approval of off-duty employment	approved	destroy on termination of employment, when superseded by a new request, or on reassignment or separation of individual
7			disapproved	destroy after 1 year, or on reassignment or separation of individual concerned

TABLE 30-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
8	(RESERVED)			
9	duty and travel restrictions reminder letters			see table 205-5
10	(RESERVED)			
11	alcohol abuse control case files	alcohol abuse identification, treatment, and rehabilitation records required by AFR 30-2	at social actions offices	destroy 1 year after end of month action (rehabilitation, permanent change of station (PCS), or separation) is completed, unless needed as background for case files supporting separation actions under other directives, in such cases, disposition will be the same as the files which they support (see notes 2, 7)
11.1			required to meet the state of California accreditation standards	destroy 3 years after completion of rehabilitation
11.2	alcohol abuse control evaluation case files	alcohol abuse identification, and evaluation	at social actions offices	destroy 6 months after end of month during which the commander decides entry into program is not appropriate (see note 7)
*12	drug abuse control case files	records on individuals not authorized for inclusion in the record groups, or not covered elsewhere in this regulation (see AFR 30-2)		destroy 1 year after end of month action (rehabilitation, PCS, or separation) is completed (see notes 2, 3, 4, 7 and 9)
12.1	MAJCOM drug abuse control data (Drug Rehabilitation Action Management Information System)	automated and manual files related to drug abuse identification, category of abuse, acceptance of treatment, and subsequent personnel actions used to identify and track an individual's acceptance/declination/progress in SAC Drug Rehabilitation Program, measure success of program objectives, support separation actions, and provide analysis reports		destroy 2 years after entry into the Drug Rehabilitation Program (see notes 2, 3, 4 and 5)
12.2	drug abuse control evaluation case files	drug abuse identification and evaluation documentation required by AFR 30-2	at social actions offices	destroy 6 months after end of month during which the commander decides entry into program is not appropriate (see note 7)
12.3	drug abuse case treatment files	records related to a member's entry into and participation in rehabilitation	accumulated under AFR 30-2 and not at social actions offices	remove and destroy 1 year after date of completion of Phase V of rehabilitation, or 1 year after the individual is reassigned PCS, separates, retires or dies
13	drug/alcohol abuse control statistics	reports on drug/alcohol abuse program status	at HQ USAF/DPX	retire as permanent (see note 8)
14			at MAJCOM social actions offices	destroy after 3 years
15			at social actions offices below MAJCOM	destroy after 2 years
16	academic rank appointments	requests for appointment, recommendations for promotion within academic ranks, and related records		destroy when individual is no longer eligible for assignment to instructional positions or when no longer needed, whichever is sooner

TABLE 30-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
17	equal opportunity and treatment statistics	administrative inquiries and investigative reports, records of interview and incident/complaint reports relating to equal opportunity matters	at social actions offices	destroy 2 years after case is closed
18		reports on equal opportunity and treatment program status, including equal opportunity complaints, racial incidents and affirmative actions plan status reports	at HQ USAF/DPX	destroy after 20 years
19			at social actions offices	destroy after 2 years
20	general grievances, appeals and discrimination complaints	individual's grievance or complaint, report of hearing or inquiry, copies of decisions rendered, and related material		destroy 2 years after date of final decision or 2 years after date of any action on the case after final decision, whichever is later
21	adverse actions	notice of proposed action and answer made by individuals and notice of decision, including records concerning circumstances of adverse action cases, dates of delivery of notices, sequence of events and statements of witnesses		destroy 2 years after date of the adverse action
22	lecturer case files	correspondence and forms detailing contracts with lecturers, biographical sketches of lecturers, host officer, introductions, evaluations of lecturers and related material	in offices of record	destroy after 3 years (see note 6)

NOTES

1 Use rule 5 for disposition of files which do not meet criteria for permanent retention under AFR 12-50, volume I, chapter 3

2 Transfer copies of files pertaining to individuals being reassigned prior to completing rehabilitation to social actions offices at gaining organizations

3 Transfer to USAF Special Training Group copies of files, with other personnel records, for individuals transferred to that Group

4 Dispose of files pertaining to individuals recommended for discharge, separation, or court-martial under tables 35-9 or 111-1, as appropriate.

5 Dispose of records files in the UIF under table 35-5

6 If lecturer is still under consideration for future invitation, documentation may be retained until no longer needed, then destroyed

7 Destroy erroneous identification/nonsubstantiated alcohol/drug abuse control case files upon notification of erroneous/nonsubstantiated identification.

8 Offer to the National Archives in 5-year blocks when latest document is 25 years old.

*9 A temporary extension of the retention period for the 1982-1983 drug abuse case files has been granted until 30 September 1991

TABLE 30-2

PERSONNEL IDENTIFICATION AND PASS RECORDS

RULE	A If the records are pertain to	B consisting of	C which are	D then
1	identification credentials	cards issued to military personnel, their dependents or other authorized individuals to establish identity as military personnel, protected personnel, noncombatants, or as entitled to privileges such as medical care, commissary privileges, exchange patronage, and admission to military theaters, or for similar purposes under AFR 30-20	permanently surrendered or confiscated	destroy immediately if not to be reissued
2		local badges, photographs, passes, identification fingerprint cards and similar records used to identify personnel residing on or permitted to enter an AF installation or barred from such installations, or controlled area credentials for regulating entry to a land or water area, building, structure or room to which entry must be controlled to protect USAF physical resources situated thereon or contained therein		

TABLE 30-2. CONTINUED

RULE	A If the records are pertain to	B consisting of	C which are	D then
3		restricted area badges issued to individuals who have been granted unescorted entry authority to restrict areas under AF 207-series directives		
4		OSI badges and credentials		see table 124-1
5	Armed Forces liberty pass	forms issued to airmen to authorize absences from official duties, or for absences during normal off-duty hours when credentials in rule 1 are not used for those purposes		destroy on reaccomplishment of a new pass, or on reassignment or separation of individual
6	provisional pass	forms issued to enlisted members of the Armed Forces when delays might result in failure to report to proper station within time limit specified in orders or pass, or when a pass has expired or the individual does not have a pass or leave orders	at issuing activity	destroy 90 days after date of issuance
7			sent to individual's commander or station destination	
8			issued to individuals	destroy when individual reports to final destination
9	loss, theft or destruction of identification credentials/passes	statements, certificates and related correspondence reporting the loss, theft or destruction of identification credentials or passes	at activities issuing replacement credentials	destroy after 1 year.
10	applications	forms or correspondence used as applications or requests for identification credentials or passes	disapproved	destroy or return to requesting office or individual, as applicable
*11	applications	forms or correspondence used as applications or requests for identification credentials or passes	retained by verifying and issuing activities as receipts for US Armed Forces credentials issued under AFR 30-20	destroy upon receipt of processed applications which supersedes application on file; (EXCEPTION comply with AFR 30-20, para 2-7, for separated and discharged individuals) (see note 2)
11.1			at issuing activities as a receipt for credentials, badges, and passes not covered by AFR 30-20	destroy when superseded by a new application, on destruction of related credential, or immediately after issuance of credential and entry on control log by issuing office, as provided for in the prescribing directive.
*11.2		applications not used for reissue of ID card		destroy 1 year after card(s) expire (Exception same as for rulle 11)
12			required by current directives to be filed in individual's personnel folder	(see table 35-1)
12.1		copies of unescorted entry authorization maintained by requesting activities or as part of an entry control system	used by the requesting activity to insure that the badges issued are surrendered upon reassignment or separation of individual	destroy when notified that credential has been returned to issuing activity

TABLE 30-2. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
13	destruction certificates	forms or correspondence used to certify the destruction of identification credentials permanently surrendered or confiscated	prepared by destroying officials who do not have custody of the receipts for the related credentials, and sent to the appropriate custodian	the custodian destroys the destruction certificates when the related credential receipts are destroyed.
14		forms used to record burning or mutilation of blank accountable identification credentials	prepared by destroying officials	they become part of the accountability file (see rule 15)
15	accountability records	logs, registers, receipts for blank accountable forms, destruction certificates for destroyed blank accountable forms and similar records	completed by issuing officers to record the issuance of identification cards (ID) covered by AFR 30-20	destroy 5 years after issue of last card listed on log or register form.
*15.1	accountability records	logs, registers, receipts for blank accountability forms, destruction certificates for destroyed blank forms and similar records	completed by issuing officers to record the issue of identification credentials/passes not covered by AFR 30-20	destroy after last badge listed on the form is destroyed
15.2			completed by issuing officers to record the issue of subblocks of vehicle registration identification forms to official vehicle registration agents	destroy 60 days following expiration of validity period for that series of vehicle registration decal
16	exchange privilege authorization letters for Air Force Reserve and Air National Guard members and related control records	numerically controlled authorization form letters and control registers	at Air Force Reserve and Air National Guard units' orderly rooms	destroy 1 year after close of fiscal year.
17	passports and visas	authorizations to apply for no-fee passports and/or requests for visas and related correspondence (see note)		destroy 6 months after submission of annual report of passport applications
18		annual report of passport applications		destroy after 1 year.
19		receipts and related correspondence for the issuance of passports	at MAC activities	destroy when passport is renewed; destroy 3 months after individual's reassignment, or return of passport to the issuing agency.

NOTES

1. The back of DD Form 1056, Authorization to Apply for a No-Fee Passport and/or Request for Visa, becomes the receipt See AFR 30-4, paragraph 2-7 For MAC activities, see rule 19.

2 Exception The issuing activity destroys the AF Form 279, Application for Identification Card, after identification card is issued.

This table covers records pertaining to the following types of casualties: killed in action, missing in action, captured, wounded in action, deceased (nonbattle), and very seriously ill/injured or seriously ill/injured.

TABLE 30-3

CASUALTY REPORTING, NOTIFICATION, AND ASSISTANCE

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	active duty and retired deceased personnel, active duty killed in action, Air Force Academy Cadets, Air National Guard and USAF Reserve	casualty reports, supplemental reports, notification messages to next-of-kin, letters of circumstances and condolences, report of casualty, report of facts and circumstances, acknowledgment and/or transfer of casualty assistance, record of emergency data, casualty assistance summary, and related correspondence (see rules 12 and 13 for missing person(s) supplementary report)	at HQ AFMPC/DPMC	incorporate into the master military personnel records after the casualty assistance case has been closed and then send to NPRC under table 35-1, rule 1
2			at installations	destroy 1 year after casualty assistance case has been closed (see notes 1 and 2)
3	missing and captured persons		held until fate of casualty is determined (at all levels)	apply appropriate disposition instructions for deceased (rules 1 and 2) or returned to military control (rules 4 and 5)
4	persons returned to military control from missing or captured status (see note 1)		at HQ AFMPC/DPMC	see table 35-1
5			at installations	destroy 1 year after casualty assistance summary has been forwarded to HQ USAF (EXCEPTION see rule 11) (see note 3)
6	very seriously ill/injured or seriously ill/injured		at HQ AFMPC/DPMC	destroy 6 months after administrative closing of case
7			at installations	destroy 1 year after patient is reported "WRITE," "BROKE," "MOVED"
8	wounded in action and not seriously ill or injured		at HQ AFMPC/DPMC	destroy 6 months after receipt of report
9			at installations	destroy after 1 year
10	casualty records maintained at levels of command not covered in this table		at other than HQ USAF and reporting installations	destroy after administrative closing of case, or when no longer needed to perform monitoring responsibilities (see note 2)
11	report of casualty; return to military control from missing in action or captured status	final issue only	at HQ USAF/ MPMDR and reporting installations	see table 35-1, rule 1
12	missing persons supplementary report	report with attachments and all related information	at HQ AFMPC/DPMC	if after 10 years, status is still missing, incorporate into the master military personnel record and then send to NPRC under table 35-1, rule 1 (see note 4)
12.1				if status is no longer missing before 10 years have elapsed, see rule 3 (see note 4)
13			at installations	destroy when member's status has changed

TABLE 30-3. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
14	record of emergency data (original)	forms for active duty AF personnel	at HQ AFMPC/DPMC	destroy after member's release from extended active duty
15	record of emergency data (duplicate)	forms for active duty AF personnel; ANG; USAFR, and AF Ready Reserve not on extended active duty	held by geographically separated units (GSU)	destroy 30 days after member's departure from GSU or entry on EAD
16		forms for ANG and USAFR personnel entering active duty (not EAD) and whose personnel records are not forwarded to duty base	sent to units of attachment	destroy 90 days after member's departure
17		forms for ANG and USAFR personnel performing duty with a unit other than unit of assignment and whose personnel records are not forwarded to duty base	sent to units where duty is being performed	
18		forms for active duty AF personnel hospitalized away from the home installation	sent to CBPOs servicing the hospital	destroy when member is released from hospital.
19	record of emergency data (carbon punch card)	forms for active duty AF personnel assigned to the base or installation	at CBPOs, Personal Affairs Section or Customer Center (see note 5)	destroy upon permanent change of station or separation of member.

NOTES·

1. Retain AF Form 58, Casualty Assistance Summary, (if no AF Form 58, retain copy of AF Form 1312) and a copy of DD Form 1300, Department of Defense Report of Casualty, or death certificate for 5 years in accumulating office.
2 Destroy casualty reporting records retained by installations with only reporting responsibility 6 months after date of death
3 Destroy casualty reporting records retained by installations with only reporting responsibility 6 months after member is returned to military control
4. Missing persons supplementary reports (SMR) covering multiple crew members will be retained by AFMPC/DPMC for 10 years after the last crew member's status is resolved, will be incorporated into the master military personnel record and then sent to NPRC under table 35-1, rule 1. SMR will be filed with master military personnel record of the pilot in command of the aircraft or the senior ranking member in a command incident
5 This is an optional file and may be established at the discretion of the Chief, CBPO

TABLE 30-4

PERSONNEL DATA SYSTEM-MILITARY (BASE LEVEL MILITARY PERSONNEL SYSTEM) (BLMPS) (see note 1)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	month-end strength HQ USAF officer/airman master personnel file	a complete record of every member on the master personnel file as of the end of each month; used to derive the strength of the AF as of the end-of-month (EOM)		destroy EOM Jul, Aug, Oct, Nov, Jan, Feb, Apr, May after 13 months.
2				destroy EOM Mar, Jun after 3 years
3				destroy EOM Dec after 6 years
4				destroy EOM Sep after 10 years
5	MAJCOM officer/airman master personnel record	master files as of 30 Jun and 31 Dec		destroy after 90 days.
6	monthly HQ USAF officer airman transaction history file	records of transactions processed by AFSN/SSN records that provide capability for post-analysis of actions affecting AF personnel structure and for reconstructing all activities within the personnel function as they relate to individuals, commands, or to the force structure		destroy after 6 months.

TABLE 30–4. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
7	products resulting from the PDS which are mechanically produced output products not covered elsewhere in this regulation	a card deck used to produce a report, or the report itself which serve such diversified purposes that it is impractical to develop a retention period for each		destroy when superseded or no longer needed
8	military personnel data records	obsolete punched cards in history file	in CBPO work units	dispose of after 60 days or on inactivation, whichever is sooner (see note 2)
9		cards on personnel dropped from rolls		dispose of after 1 year or on inactivation, whichever is sooner (see note 2)
10		APR/OER data records used to control submission of AFRs/OERs		dispose of when superseded, revised, or 6 months after reassignment or separation of individual, whichever is sooner (see note 2).
11	(RESERVED)			
12	average strength data report	information used to make management decisions regarding health, welfare, and morale of military personnel	at HQ USAF, MAJCOMs and bases	destroy after 1 year or on inactivation, whichever is sooner
13			at using activities	destroy after 3 months or when no longer needed, whichever is sooner
14	daily strength data	unit military strength balance reports and Reserve unit strength balance reports	originals in CBPOs	destroy after 60 days
15			copies other than rule 14	destroy when no longer needed
16	transaction registers resulting from Base Level Military Personnel System (BLMPS)	the report itself which is computer produced each processing day	at CBPOs, Personnel System Manager (PSM) work centers	destroy after 30 days or when no longer needed, whichever is later
17			copies at other work centers than PSM	destroy when no longer needed.
18	military personnel record information	computer output sequential microfiche files used to obtain current personnel data		destroy when superseded or when no longer needed
19	medical examination and immunization	physical, clinical, dental examination rosters	action copies	destroy after 90 days.
20			all copies other than rule 19	destroy when action copy, annotated by medical facility, is returned to CBPO
21		immunization reentry update cards	original	destroy after 90 days
22			action copies	destroy when no longer needed
23			all copies other than rules 21 and 22	

NOTES.

1 The Personnel Data System (PDS) is comprised of two basic parts. PDS–Military and PDS–Civilian Various mechanized reports management products and card decks are produced, either on a one-time or recurring basis, as system output The Base Level Personnel System (BLPS) is based on a central computer file of personnel data at base level, using standard programs to process data, produce output products, and suspense personnel actions BLPS supports current PDS–Military and PDS–Civilian at MAJCOM and HQ USAF Products from PDS of such significance as to require specific retention periods are identified in this table and table 40–9 Products relative to auxiliary systems which either support or are supported by the PDS, such as project transition, leave, and others having unique disposition criteria are identified in appropriate subject matter tables in the 35– and 40–series

2 Salvage cards in accordance with DOD Manual 4160 21M

TABLE 30-6

PERSONNEL SURVEYS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	personnel surveys	correspondence on announcement, method of administration, suspense dates, disposition instructions used to conduct surveys	at HQ USAF/DPCE and HQ AFMPC/DPMYOS	destroy after 5 years
2			at MAJCOMs, CBPOs, CCPOs	destroy following closing date of the survey
3		select DESIRE inquiry statement used to identify respondents at respective CBPOs and CCPOs		
4		listing of respondees used to identify and contact respondees and for follow-up contacts as necessary		
5		survey booklets used to administer survey		destroy after use or send to next location, as directed.
6		answer sheets used to record responses, then to compile responses		send to the Air Force Human Resources Laboratory (AFHRL) for optical document scanner to read and create data tapes, destroy when quality-controlled tape is created.
7		computer printout of survey data used by OPR to analyze survey results		destroy when no longer needed.
8		report of survey findings on data analysis, and resulting actions taken or planned		
9		computer tapes or mass storage used to maintain data available for further analysis and longitudinal studies		erase when no longer needed.

*TABLE 30-7

FAMILY SUPPORT CENTERS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	Family Support Center programs	programs offered by the Family Support Center Copies of outlines, indexes, letters, class lesson plans, publicity, etc of programs available or pending		destroy when superseded, obsolete, or no longer needed
2	records of families seeking services	on going record of individual requests for services, information or instruction (AF Forms 2800 and 2801)	at base level	destroy after 1 year or when no longer needed, whichever is later
3	Family Support Center contact records	forms and similar documents regarding individuals who logically may later seek services of the Family Support Center either by direct contact or referral from commanders or other base agencies		destroy 3 months after quarterly report is sent in if further contact is not made.
4	intake summaries	records of individuals seeking counseling, information, referral or program participation (AF Form 2806)		destroy after 2 years
5	staff time allocation and volunteer service records	to track individual staff and Family Support Center Services (AF Forms 2802, 2803 and 2805)	at base level	destroy after 1 year

*TABLE 30-8

POINT CREDIT ACCOUNTING AND REPORTING SYSTEM (PCARS) (see note)

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	input transaction registers	certified listings summarizing manual input to PCARS from the CBPO	produced by CBPOs and held at CBPO work centers	destroy after 16 months
2	processed transactions	listings reflecting all transactions processing in PCARS	produced by PCARS and distributed to CBPOs	
3	rejected transactions	listings of transactions which fail edits and reject to CBPOs for correction		destroy after corrective action completed or when the list is superseded by a more current list.
4	point summaries	CBPO member roster and point summaries for reservists assigned to the CBPO		destroy after receipt of more current reports or when no longer needed
5	ANG/USAFR retirement credit summary/statement of points earned	preprinted of continuous forms designed to be used for computer printing within PCARS and/or manually completed	in Master Personnel Record Group and Field Record Group	see table 35-1, rule 1 and 1 1.
6			at CBPOs and other work centers	destroy after 1 year or when no longer needed, whichever is sooner
7			at Adjutants General offices in the respective states	dispose of according to the legal requirements of the individual states
8	working data used to operate the PCARS	accession listings, list of recycled transactions; list of records requiring reconciliation between APDS, PCARS and ARPAS, and various control reports used to assure a valid computer update	at CBPO work centers	destroy after 1 year or when no longer needed, whichever is sooner
9	statistical reports or summaries used to manage PCARS	ANG point summary, error analysis reports, input and reject analysis reports, APDS- PCARS reconciliation reports, CBPO performance evaluation reports	at CBPO work centers, National Guard Bureau, Air Force Reserve, HQ USAF Office of Air Force Reserve, State Adjutant General, and other activities as applicable	destroy after 1 year or when no longer needed, whichever is sooner

NOTE: The term CBPO applies equally to consolidated base personnel offices, consolidated reserve personnel offices and the Air Reserve Personnel Center OPR as the reference is pertinent.

33. Military Personnel Procurement. This table covers records pertaining to recruiting enlisted personnel, including recruitment policies and procedures, records concerning processing, examining, and determining enlistment eligibility, and accession data on all initial enlistees. Not applicable to Consolidated Base Personnel Offices.

TABLE 33-1

USAF RECRUITING SERVICE RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	National Lead Fulfillment	listing by flight and recruiting office of names and all available information on prospects who responded to a national advertisement, which are used by flight supervisors and recruiters		destroy 2 years after end of FY in which all actions are completed

TABLE 33-1. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
2	Center of Influence (COI) leads	ATC Form 1303 listing new leads generated as a result of a Prospective Applicant (PA) COI event	at recruiting offices which held the event and at flight supervisor offices	
3	data feedback	separate or detachable mailback information card used to obtain pertinent information from individuals who indicate their interest in finding out about the USAF		destroy after 2 years or when no longer needed, whichever is sooner
4	visitor log	log to record visits by distinguished civilians and all military personnel	at recruiting offices	destroy after 1 year
5	Personal Interview Records (PIRs)	records prepared after interview to determine enlistment eligibility	at preparing activities	destroy 2 years after end of FY in which all actions are completed
6	enlistment case files	forms and related records used to process and enlist individuals into the military service (see note 1)	at recruiting offices	send to appropriate USAF Military Enlistment Processing Station (MEPS) liaison office prior to applicant processing at that facility
7	enlistment case files	forms and related records used to process and enlist individuals into the military service (see note 1)	at AF Liaison (MEPS) Offices	distribute case file forms per AFR 33-3 and Military Enlistment Processing Command (MEPCOM) directives. Destroy remaining forms 2 months after the end of the month in which applicant enlisted (see note 2)
8		case files on applicants separated from the Delayed Enlistment Program (DEP)	at squadron operations offices	destroy 1 year after the end of the month in which the applicant was discharged
9		case files on applicants processed and disqualified because they failed to meet mental or physical standards, failed to enlist in the DEP or regular AF or accept assignment reservation, or no further enlistment action is contemplated	at recruiting offices	destroy 3 months after the end of the month case file was received by the recruiter
10	school program folders	individual data pertaining to type of school, visits scheduled, direct mail program mailouts and other appropriate data		destroy 2 years after end of FY
11	Armed Services Vocational Aptitude Battery (ASVAB) Listing	listing of names and addresses in a roster format of individuals tested	at recruiting offices in school program folders	destroy 2 years after date of test
12	Recruiter Daily Activity Log	form used to log daily expectation, literature mailed, replies received, calls attempted, contacts made, appointments scheduled, number of prospects who failed to show for appointment and number of prospects who were recontacted for appointment, walk-ins, disqualified individuals, PIRs initiated, etc , which are prepared by the recruiter		destroy after 3 months.
13	Supervisor's Recruiter Activity Log	evaluation and analysis of flight recruiters, which are prepared by the flight supervisor		destroy when no longer needed or upon transfer to Consolidated Recruiter Activity Log
14	Consolidated Recruiting Activity Log	data consolidated from Supervisor's Recruiter Activity Log, which are prepared by the flight supervisor		destroy 1 year after end of FY
15	Squadron Operations Daily Activity Log	data on daily recruiting operations	at squadron operations sections	destroy after 3 months

TABLE 33-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
16	Squadron Operations Monthly Activity Log	data consolidated from Operations Daily Activity Log		destroy 1 year after end of FY
17	market surveys	a record of unemployment rates, reserve components, cultural and ethnic makeup of the market area, and Armed Services Vocational Aptitude Battery data	at recruiting offices	destroy 1 year after end of FY
18			at flight and squadron operations offices	destroy 2 years after end of FY
19	commissioning case files	applications awaiting board action	at scientific and engineering/medical/nurse program manager office at USAFRS	destroy 12 months after end of the month of entry into active duty (EAD).
20		applications awaiting resubmission for those who have been nonselected, have declined a commission, or have been medically disqualified		destroy 12 months after the end of the month of EAD on in which final action is completed.

NOTES
1. Refer to ATCR 33–2 for listing of applicable forms.
2. Refer to ATCR 33–2 for appropriate forms not forwarded per AFR 33–3

34. Personnel Services. This table covers records pertaining to personnel services not provided for in tables in the 213, 214, 215, and 900 series.

TABLE 34–1
PERSONNEL SERVICES

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	morale and welfare program planning	studies, directives, and analyses reflecting organization of programs, and conduct and result of program activities		see table 215–1.
2	support for religious, morale, welfare, and recreation facilities and activities	supply records, fund budgets (see note)		see table 215–1
3	professional entertainer records	locator cards for professional entertainers of foreign nationality performing in overseas military establishments		see table 215–1
4	private organizations' (PO) records	constitutions and by-laws, charters or articles of agreement, legal reviews by Judge Advocates, commander's approval to operate on base, biennial review waivers and related papers	at responsible staff offices as designated by the installation commander	destroy 1 year after discontinuance of the PO (see note)
5		minutes of meetings and monthly financial statements		destroy after 1 year or when no longer needed, whichever is sooner (see note)
5.1	Private organizations' (PO) records of types 2 and 3 POs as described in AFR 34–4	financial audits and reviews		destroy after 1 year or when no longer needed, whichever is sooner. (Exception. Retain the most recent for 1 fiscal year following discontinuance of the PO, then destroy)

TABLE 34-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
6	reports on applications for vending stand locations	reports required by AFR 34-2 identifying number of applications for vending stand locations received from state licensing agencies, number accepted, denied, and still pending, as pertains to applications from blind persons	at HQ AFMPC/DPMSC	destroy after 3 years
7			at MAJCOMS and intermediate commands	destroy after 3 months
8			at installations	destroy after 2 years

NOTE Records maintained by private organizations will be disposed of as prescribed by the organizations' charter/by-laws (see AFR 12-50, volume I, paragraph 3-1b)

35. Military Personnel. Tables in this series cover records pertaining to administration of the military personnel program as it affects both officers and airmen, and military personnel records for active duty and retired personnel, whether Regular or Reserve. Disposition instructions apply to all copies except those records filed in the military personnel records groups. Records accumulated under the 31, 35, and 36 publications series are included.

TABLE 35-1

INDIVIDUAL MILITARY PERSONNEL RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	Master Personnel Record Group	records which comprise the history of an individual's military service required by AFR 35-44 to be filed in the Master Personnel Record Group	at HQ AFMPC and HQ ARPC	manage according to AFR 35-44 and retire to NPRC after HQ AFMPC and HQ ARPC complete all personnel actions (e g., discharge, retirement, dismissal, pay at age 60) pertaining to the individual (see note 4)
1.1	Command Record Group or Field Record Group	records which comprise the history of an individual's military service required by AFR 35-44 to be filed in the Command Record Group and/or the Field Record Group		dispose of per AFR 35-44
*2	personnel information file	extra copies of records covered elsewhere in this regulation or other records necessary to manage the member at the unit/supervisor level which are kept by the commanders and supervisors in the Command/Supervisor Assigned Personnel Information File		destroy when no longer needed, or when individual transfers or separates from service, whichever is sooner
*3	Air Force Personnel Selection Panel (PSP) records	career briefs, selected and non-selected packages and related records which pertain to Air Force Special Activities Center (AFSAC)	at HQ AFSAC/INXC	destroy when no longer needed or when member leaves AFSAC
3.1		records pertaining to medical professional staff concerning their professional papers, accomplishments, research, speeches, doctor/patient relationship, etc	at HQ AFMSC/SGP	destroy on reassignment, separation, inactivation of activity, when no longer needed, or after 5 years, whichever is sooner (see notes 1, 2)
3.2	Air Attache Informational Personnel Records	career briefs, selected and nonselected packages and related records which pertain to air attaches	at Directorate of Air Attache Affairs, HQ AFIS	destroy when no longer needed or when members leaves attache service

TABLE 35–1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
4	correction of military records of officers and airmen	policies, opinions, and other records pertinent to the establishment and function of the AF Board for Correction of Military Records (SAF/MICB(S)) accumulated by the board under AFRs 31–3 and 31–11	at SAF/MICB(S)	retire as permanent
5		case files of AF Board for Correction of Military Records		destroy after 75 years
6			at HQ AFMPC and HQ ARPC	destroy after 3 years
7			at other than SAF/MICB(S) and HQ AFMPC and HQ ARPC	destroy after 2 years or when individual transfers or separates from service, whichever is sooner
7.1	correction of military records of officers and airmen	working papers, memoranda, or other internal written commentary generated by board members, board presidents or board recorders	accumulated by the Review Board at AFMPC and ARPC under AFR 31-11	destroy on completion of Review Board actions
8	personnel deployment information package (PDIP)	records which individuals must handcarry on deployment for management purposes at deployment site used only when individual is deployed and maintained during entire period of deployment		destroy when individual has in-processed at home station on completion of deployment (EXCEPTION return passports per AFR 30–4)
9	service number register files	registers, logs or comparable records used to identify individuals to whom specific service numbers were assigned, or to control the allotment and sub-allotment of blocks of service numbers obtained from Department of the Army, 1947–July 1969		transfer to NPRC (MPR) and destroy when no longer needed in the reconstruction of military personnel records
10	absentee/deserter case files	DD Form 553, Absentee Wanted by the Armed Forces, DD Form 616, Report of Return of Absentee Wanted by the Armed Services, and related records, concerning the member's unauthorized absence and return to military control	original records initiated at CBPOs and copies at HQ AFMPC/DPMARS	dispose of per AFR 35–44
11			at MAJCOM OPRs	destroy 1 year after the unauthorized absence is terminated
12			at security police and other base agencies	see table 125–1
13	weight management program or fitness improvement training (FIT) program case files	correspondence, administrative actions, summaries, counseling records; AF Form 393, Individual Records for Weight Management and Fitness Improvement Training (FIT) Programs, AF Fm 1975, Personal Fitness Progress Chart, individual notification correspondence and other related documents required by AFR 35–11		destroy 1 year after removal from program(s) or 90 days after separation or retirement whichever is sooner (see note 3).
13.1	individual physical fitness and weight evaluation record (AF Form 379)	a member's physical fitness weight evaluation		maintain with reaccomplished form, destroy 90 days after separation or upon retirement, whichever is sooner (see note 3).
14	dependent care responsibilities	statement of understanding, and commander's memo for record of annual unit briefing		destroy when superseded or upon PCS, whichever is sooner
15		automated listing of assigned single member sponsors and military couples with dependents	at CBPOs	destroy when superseded
16	Individual Mobilization Augmentee (IMA) annual status report	reports pertaining to authorized and assigned IMA levels and force readiness	at HQ USAF/DPXX and AF/RE, MAJCOMs, HQ AFMPC and HQ ARPC	destroy after 3 years

TABLE 35-1. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
17	Civilian/Military Service Review Cards	control cards showing determinations of active duty type discharge for civilian/contractor personnel (Public Law 95-202)	at Boards and Correction Section, Air Force Manpower and Personnel Center (AFMPC/DPMDOA)	retire as permanent (see note 7)
18			at other than AFMPC/DPMDOA	destroy 2 years after service credit determination is made
19	AF morning reports and indexes	morning reports containing information on gains, losses, or changes in status of personnel assigned to a unit, 1947-1966 and indexes	at NPRC (MPR)	dispose of in January 2042, if no longer needed in documenting military service (see note 6)

NOTES.

1. If otherwise releasable, records eligible for destruction may be given to individual concerned, in lieu of destruction
2. At the discretion of the MAJCOM, informational personnel records may be transferred to gaining CBPO for intracommand reassignments
3. Operational instructions for disposition of these records/forms upon reassignment (PCS/PCA), expiration or conversion of forms, etc., are contained in AFR 35-11.
4. Offer to the National Archives 75 years after retirement of the Master Personnel Records (MPR) to NPRC National Archives, after consultation with the AF, historians, genealogists and other concerned parties, will determine the disposition of the MPR All or some of the MPR will be designated archival and accessioned into the Archives' holdings Any MPR not selected for archival preservation may be either donated to an appropriate institution or destroyed.
5. Reaccomplish card(s) are attached to current card
6. This is a discontinued documentation series consisting of approximately 6,500 cubic feet of records The morning reports for the period 1947-1959 are on microfilm, while those for 1959-1966 are on paper They can be disposed of 75 years after date of latest report, i e , 2042, assuming that their use in documenting military service has ceased
7. Offer cards to the National Archives in 10 year blocks 30 years after service credit determination is made.

TABLE 35-2

REENLISTMENT AND RETENTION (see note 1)

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	career information and counseling	forms maintained and monitored under AFR 35-16	at units of assignment	send to CBPO upon PCS, to gaining activity upon PCA without PCS, or give to individual upon separation or discharge or when airman enters third enlistment. For AF Reserve personnel, destroy when requirement for counseling expires.
2	selective reenlistment and retention	selection records, including annotated eligibility rosters created in selecting or nonselecting FTA airmen for career status and the selective retention of airmen with 20 years or more service		destroy after 1 year
3		duplicates of records, the original of which are in the field record group		destroy 6 months after final action
*4	ANG Incentive Program	bonus contracts, payment authorizations, ledgers, reports, related correspondence pertaining to the ANG incentive program	at CBPOs (Base Career Advisor)	destroy when no longer needed or 1 year after final action, whichever is later (see note 2)
5	selective reenlistment bonus (SRB)	records pertaining to lump sum or advanced payment of SRB	at MAJCOM retention offices or at base career advisors' offices	destroy after 1 year
6	special retention initiative or suggestions	records pertaining to identification of such factors and actions taken for adoption or disapproval	at CBPOs or units	destroy after 1 year

TABLE 35-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
7	(RESERVED)			
8	reenlistment/retention statistics	tabulations, summaries or feeder reports which are needed for record purposes	at preparing, monitoring or requiring activities	destroy after 2 years
9	(RESERVED)			
10	reports, controlled and uncontrolled	retention assistance evaluation checklists, reports required by MAJCOMs as a result of individual AF or command-directed reenlistment and retention program		destroy after 1 year
11	reenlistment and retention program	records required by AFR 35-16 which is not covered elsewhere in this regulation		

NOTES:
1 Rules apply to those copies not required by current directives to be filed in individual military personnel record groups (see table 35-1)
2 See table 177-25 for the disposition of actual pay records maintained by the AFOs

TABLE 35-3
ENLISTMENT AND REENLISTMENT RECORDS (see note)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	enlistment and transfer reports	reports of enlistments, reenlistments, and reassignments		destroy after 2 years.
2	rejected enlistment applications	applications and related correspondence		destroy after 2 years.
3	basic trainee interview records	interviews and supporting records		destroy 1 year after completion of case
4	recruiting activities management support system (RAMSS) DSD EO27	enlistment processing records		destroy when no longer needed.
5		recruiter personnel records		destroy 1 year after individual is removed from recruiter production status.
6		armed services vocational aptitude battery (ASVAB) testing lead information		destroy after 2 months.
7	Enlistment or Reenlistment Agreement-Armed Forces of the US, and AF reenlistment eligibility form	forms on enlistments and reenlistments	at CBPOs and career assistance units	destroy after 3 months.

NOTE. Rules apply to those copies not required by other directives to be filed in individual military personnel records groups (see table 35-1).

TABLE 35-4

CLASSIFICATION AND ASSIGNMENT RECORDS (see note 1)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	personnel action forms (see note 2)	forms used to request, announce, effect and record personnel actions, record results of classification board proceedings, and report and record duty status changes	in Field Record Group	see table 35-1
2			accumulated by activities not covered by rules 3 through 10	destroy after 3 months or when no longer needed, whichever is sooner
3		classification/on-the-job training action (AF Form 2096) and duty status change (AF Form 2098)	at CBPOs and CRPOs	destroy after 30 days
4		assignment/personnel action (AF Form 2095)		
5		forms, board actions and related records	at HQ USAF and MAJCOMs	
6			at unit of assignment and GSUs	destroy when superseded, obsolete, on reassignment or separation of individual, or on inactivation, whichever is sooner
7			at CBPOs	destroy after 3 months or when no longer needed, whichever is sooner
8	(RESERVED)			
9	personnel action forms used as legal evidence	copies of forms identified in rules 1 through 8	used as legal evidence in courts-martial or other legal proceedings	dispose of with court-martial or other legal proceedings to which they relate
10			not filed as an attachment or exhibit to legal proceedings	destroy when no longer needed
11	data change/suspense notifications	forms used to record discrepancies	on discrepancies detected during incoming/outgoing and annual records review	destroy at next record review
12			on discrepancies detected other than at the time of incoming/outgoing and annual review, and maintained at CBPO work unit	destroy when no longer needed or after next record review, whichever is sooner
13	officer career objective statement	forms used to communicate career goals to personnel managers at all levels	at HQ USAF, MAJCOMs and CBPOs	destroy when superseded or on separation, whichever is sooner
14	airman assignment preference statement (oversea volunteer statements)	AF Form 392	used to assign airmen to oversea preference	destroy 6 months after port reporting month to oversea preference
15	personnel selected for relocation	records pertaining to requisition, assignment, reassignment, separation or TDY	at MAJCOMs and major subordinate commands	destroy after 1 year
16	individual job descriptions	a job description for each established position		destroy when superseded, cancelled or on inactivation of activity, whichever is sooner
17	duty rosters, and individual duty status cards			see table 11-2
18	assignment preference applications/special duty assignments	letters, applications, DD Form 398, AF Forms 109 and related records required by AFR 39-11 (except AF Form 392)	approved	place in relocation folder
*19			disapproved	return records to member

TABLE 35-4. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
20	(RESERVED)			
21	personnel status reports	reports prepared by units collocated with a servicing CBPO to report duty status changes	at preparing unit	destroy after 3 months.
21.1			at CBPOs	
21.2	duty status change messages	messages prepared by geographically separated units from a servicing CBPO to report duty status changes		
21.3			at preparing unit	
*22	relocation folder	records assuring proper outprocessing from an activity on PCS or TDY, such as relocation preparation checklist, orders, record of emergency data, selection or nomination for training, and school quota/course project files	at CBPOs	destroy 3 months after report not later than date (RNLTD) month, completion of TDY, or when relocation action is cancelled (see note 4)
22.1		forms used to assure proper in-processing from an activity on PCS		destroy when all relocatable records are present and accounted for
22.2		forms used to assure proper out-processing for Basic Military Training Graduates (see note 3)	at Air Force military training centers (ATC)	destroy after 3 months.
23	exchange officers	reports prepared by Allied Officers and submitted to officer's home service		destroy 5 years after exchange officer returns
24		case files of administrative records on USAF and Allied officers		destroy 1 year after completion of assignment or no longer needed, whichever is sooner
25	specialty evaluation	reports and related records	at HQ USAF/DPXO	retire as permanent
26	military sponsor program	military sponsor program information forms at losing activity		forward to gaining command
27		related correspondence	at losing activity	destroy when no longer needec
28			at gaining activity	
29	AF Specialty Code (AFSC) Conversion Report	reports which provide estimates of authorizations which will be reflected in AFSCs being affected by conversion actions		destroy when next conversion action is announced in AFR 39-1 is processed
30	advanced academic degree (AAD) requirements	requests to establish/change AAD positions, AF education requirements, board reports and related correspondence used to establish, change or delete an AAD requirement in the manpower data system for line of the AF commissioned officers in grade of colonel and below in accordance with AFR 36-19	kept by supervisors, HQ USAF, and MAJCOM functional managers	destroy when superseded or when AAD requirement is deleted
31			(RESERVED)	
32			approved AAD requirements for changes in the manpower data system	see table 26-1
33	enlisted aide assignments	semiannual report, RCS. HAF-MPX(Q)7401, which identifies personnel actions related to the allocation and assignment of AF enlisted aides		destroy when superseded, obsolete or no longer needed.
34	assessment screening records	biographical data, educational data, legal involvement, employment data, drug experience, physical or physiological disparities, credit information, character references and responses on basic training candidates for high risk jobs	at 3507th Airman Classification Squadron, Lackland AFB, Texas	retain for one year after calen dar year cutoff then send to Naval Postgraduate School, Dept of Administrative Services, Code 54Ea, Monterey C 93940, where they will be des troyed when no longer neede for research
35	nonassessment screening records	biographical data, qualification information and all individual processing data used in the classification process	3507ACS Airman Classification Squadron, Lackland AFB, Texas	destroy after 1 year

NOTES

1 Rules apply to those copies not required by other directives to be filed in military personnel records groups (see table 35-1)

2. When recommended actions are disapproved and no alternate actions are substituted by approving or convening authority, retain one copy for CBPO administrative section, and return original and all other copies to the originator.

*3 (RESERVED)

*4 TDY relocation records pertaining to school/training quotas at other than CBPOs are disposed of in accordance with table 50-1, rule 1

TABLE 35-5

PERFORMANCE REPORTING AND QUALITY CONTROL RECORDS (see note 1)

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	unfavorable information files (UIFs) on officers and airmen	written administrative admonition or reprimand not pursuant to Article 15, UCMJ, or sentence of court-martial on active duty personnel; and documented evidence or supported allegations of an unfavorable nature, including control roster correspondence,	at CBPOs, Special Actions Unit	destroy 1 year after effective date of reprimand or admonition or 1 year from date of the most recent unfavorable correspondence or document not related to administrative reprimand or admonition (see notes 1, 2, 4, 5, 6) (EXCEPTIONS: a. when the UIF contains more than one document, destroy all records 1 year from the date of the most recent unfavorable correspondence or document, except when longer retention is required by rule 5; b files will be destroyed when a member is separated (without immediate return or continuation on active duty), retires or dies)
2		all copies of UIF summary	at MAJCOMs/ SOAs/units and the original of the UIF summary maintained in the UIF by CBPOs, Special Actions Unit	unit commanders (including headquarters squadron section commanders) may hold copies of both current and obsolete UIF summaries in the member's unit assigned personnel information file (see AFR 35-44) until the member is no longer assigned to the unit; following reassignment from the unit (does not include unit redesignations), they will be destroyed; all other copies will be destroyed upon receipt of updated or reaccomplished UIF summary, or when all items have been removed and the UIF has been terminated (see note 2).
3			on students attending ATC flying/technical courses except as provided in rules 1 and 5	destroy per rule 1 or on termination of training status (completion, removal and reassignment from control of the training unit), whichever is earlier (see note 2).
4			on personnel missing/captured in action, except as provided for in rules 1 and 5	forward to HQ AFMPC/DPMAJB when the command or field record group is disposed of according to AFR 35-44
5		results of court-martial convictions or punishments under Article 15, UCMJ, or other than minor civil court convictions (or judgments equating to convictions) as explained in AFR 35-52 pertaining to active duty personnel	at CBPOs, Special Actions Unit	destroy 2 years after effective date of punishment, or when the member is separated (without immediate return or continuation on active duty), retires or dies (EXCEPTION when additional correspondence or documents are placed in the UIF under this rule or under rule 1 prior to expiration of the disposition date of documents already on file, the file will be retained for 1 or 2 years from the effective date of the new correspondence or document, or date of the most recent unfavorable correspondence, under rule 1 or 2, applicable (see note 2)
6	(RESERVED)			

TABLE 35–5. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
7	control rosters on officers and airmen	manual or mechanized control rosters accumulated under AFR 35–52		destroy 1 year from date or when no longer needed, whichever is sooner
*8	line of duty (LOD) determination file	original copy of AF Form 348, Line of Duty Determination and DD Form 261, Report of Investigation Line of Duty and Misconduct Status	at HQ AFMPC or HQ AFRPC	See table 35-1, rule 1
*8.1		duplicate copies		destroy 1 year after reconciliation with CBPO/DPMQA
9	officers' reclassification boards	board proceedings and related documents	on officers who are inefficient or otherwise unsuitable in current assignments	destroy after 5 years
10	qualification records	temporary forms		destroy when entries have been transcribed to permanent record
11	Personnel Reliability Program (PRP) decertification actions	records relating to AFR 35–99 decertification/reinstatements of officers and airman	at HQ AFMPC/DPMRPP	destroy upon completion of review or after 1 year, whichever is later
*11.1			at MAJCOMs and subordinate commands	permanent certification. destroy 1 year after date of decertification
*11.2				temporary decertification destroy when the individual's status is reported
12			at CBPOs	destroy when the individual's final status is reported
12.1		suspension logs		destroy 45 days from date of last notification
*13	Personnel Reliability Program certification	form used in the personnel reliability program certification/decertification and screening process	used for certification or permanent decertification	file in section 3 of UPRGp as permanent records with the most recent one filed on top
*14	(RESERVED)			
14.1	PRP certificates	forms used in the PRP qualification and screening process	at units of assignment	destroy when individual is no longer assigned to PRP duties
14.2		forms for individuals reassigned to another unit on the same base who will be assigned to PRP duties at the new unit		send to the gaining unit of assignment
15	drug abuse	contents of drug abuse case treatment files and other records related to a member's entry into and participation in rehabilitation accumulated under AFR 30–2		see table 30–1
*16	digest files on officers	an official record containing unfavorably information on an officer's leadership, trust or responsibility, as specified in AFR 36–25	at HQ AFMPC and HQ ARPC	destroy 2 years from date file was established by the decision authority, or 2 years from date the decision authority added new derogatory information to the file. A Digest File will be destroyed following receipt of nonjudicial punishment under Article 15, UCMJ or conviction by court-martial if the results are filed in the Officer Selection Record (OSR) and the basis for the Digest File is the same as for the Article 15 or court-martial action Files will be destroyed when the officer separates, retires (including placement on the Temporary Disability Retirement List (TDRL)), is

TABLE 35-5. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
				dropped from the roles of the Air Force, or dies (except as specified in note 7) An active Digest File may be destroyed upon redetermination by the decision authority as a result of additional information being considered Digest Files will be destroyed upon consideration for promotion by a central selection board after the Secretary of the Air Force signs the promotion list Correspondence accumulated as the result of processing a Digest File is retained until a decision is rendered by the decision authority (see note 11)
*17		copies of digest file correspondence, other than shown in rule 18	at MAJCOMs/ SOAs/DRUs/intermediate commands/ units (other than HQ AFMPC, HQ ARPC, and HQ AFRES)	destroy 1 year from date on most recent correspondence or when no longer needed, whichever is sooner.
*18		letters of notification that a file has been destroyed	at HQ AFMPC, HQ ARPC and HQ AFRES	destroy 3 years from date the related file is destroyed.
*19			at MAJCOMs/ SOAs/DRUs/intermediate commands/ units (other than HQ AFMPC, HQ ARPC and HQ AFRES)	destroy 1 year from date the related file is destroyed by HQ AFMPC, HQ ARPC and HQ AFRES
*20		manual or mechanized logs or reference cards maintained for record system analysis and litigation	at HQ AFMPC, HQ ARPC and HQ AFRES	destroy when superseded or obsolete, whichever is sooner
21	officer quality force management records	summaries of potential and pending quality force actions on officers assigned	at MAJCOM	destroy 2 years after last entry or sooner if superseded or no longer needed.

NOTES.

1. Rules apply to those copies not required by other directives to be filed in individual military personnel record groups (see table 35-1)
2 If the custodian of the UIF has been notified that administrative elimination/demotion or court-martial action is under consideration, delay destruction pending completion of the action
3. (RESERVED)
4 Effective date is the date the individual initially acknowledges receipt of the unfavorable information or declines to do so within the time prescribed.
5 Where the documentation relates to the placement of the member in the drug abuse program under AFR 30-2, the retention period is 12 months or upon successful completion of the follow-on support phase of the rehabilitation program, whichever is later
6 Subject to the policies and procedures outlined in AFR 35-32, UIF records which were placed in the UIF under rule 1 of this table may be removed prior to the normal disposition date(s).
7-10 (RESERVED)
11 Digest files on officers who are separated (released from active duty) and transferred to AFRES are forwarded to HQ ARPC/ DPAAS.

TABLE 35-6

MILITARY PERSONNEL TESTING RECORDS (see note 1)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	test development materials	specimen sets of tests, background material on test items, tests, and test batteries, forms, statistical data, and related materials	at test development activities	destroy when no longer needed

TABLE 35-6. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
2	request for waiver of promotion testing (current cycle)		filed in unit personnel record group per AFR 35-44	see table 35-1, rule 1 1
3	test verification or statement of refusal to test			
4	test results			
5	airman promotion test rosters			see table 35-12
6	controlled item (item material) destruction certificates or disposition records	accountability listings or forms	at test control offices	destroy after 2 years (see note 2).
7	quarterly inventories of test materials (see note 3)			keep current and immediately preceding inventories, destroy all others (see note 2)
7.1	controlled item (test material) accountability record			destroy after 2 years
7.2	change of Test Control Officer (TCO) and unannounced disinterested officer inventories of TCO accounts			destroy after completion of next quarterly inventory.
8	record of test administration	Armed Forces Classification Test (AFCT), Apprentice Knowledge Test (AKT), Criterion Referenced Test (CRT), USAF Motor Vehicle Operator Test (USAFMVOT), Radio Communications Analysis Test (RCAT), Electronic Data Processing Test (EDPT), Defense Language Proficiency Test (DLPT), Specialty Knowledge Test (SKT), Promotion Fitness Examination (PFE), USAF Supervisory Examination (USAFSE), AF Reading Abilities Test (AFRAT), AF Dental Aptitude Test (AFDAT), Defense Language Aptitude Battery (DLAB)		destroy after 1 year
9-10		(RESERVED)		
11		AF Officer Qualifying Test (AFOQT)	at test control offices	destroy after 2 years
12		consolidated annual AFOQT (raw and percentile scores)	at AFROTC Resource Systems and AFOQT Branch (RRUR)	retain in current files area, destroy after 4 years or when no longer needed for research
12.1			at AF Human Resources Laboratory (HRL)	retain in current files area, destroy when no longer needed for research
13-14	(RESERVED)			
*15	completed answer sheets	answer sheets for AFCT	scored locally	destroy after 6 months.
*15.1		answer sheets for EST, RCAT, EDPT and AFDAT		destroy after 1 year (note 4)
15.2		answer sheets for AFRAT and DLPT I		destroy after 4 months.
15.3		answer sheets for AKT, CRT and USAFMVOT		send to USAFOMC/OMDVP, Randolph AFB TX 78150 where they will be destroyed when no longer needed for research

TABLE 35-6. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*15.4		answer sheets for DLAB and DLPT II/DLPT III		send quarterly to Commandant, Defense Language Institute, Foreign Language Center, ATTN Test Control Officer, Presidio of Monterey, CA 93940 where they will be destroyed when no longer needed for research
*15.5		answer sheets for AFOQT	scored at HQ AFMPC	send to HQ AFMPC/DPMYOT, RANDOLPH AFB, TX 78150-6001, where they will be destroyed when no longer needed
*15.6		(RESERVED)		
16		(RESERVED)		
16.1		answer sheets for Armed Services Vocational Aptitude Battery (ASVAB)	at Air National Guard (ANG) and AF Reserve (AFRES) testing units, and overseas Consolidated Base Personnel Offices and testing units	destroy 6 months after scoring
17	completed answer cards	Air Force Personnel Test 851 (AFPT 851)	record copies at Air Force Manpower and Personnel Center, Airman Promotion Management Branch (HQ AFMPC/DPMAJW)	destroy after 2 years
18	high score file	listings used in test compromise research	record copies at HQ AFMPC/DPMAJW	destroy after 6 months
19	current Master Test File (MTF)	microfiche containing current test record		destroy after 2 years
20	USAFSE results (roster)	listings of USAFSE results by name and month of administration		destroy after 20 years
21	test answer card reject analysis listing	listing of error rates by TCO		destroy after 1 year
22	AFPRT 237/machine run rosters	listing of individuals testing by TCO		
23	no-show waivers	request for no-show waivers		destroy after 2 years
24	historical Master Test File (MTF)	test records purged from the current MTF		destroy after 10 years
25	test compromise cases	files of investigation	record copies at HQ AFMPC/DPMAJW/DPMYOT	destroy after 2 years

NOTES.

1. This table covers records pertaining to military personnel testing as prescribed in AFR 35-9, and includes tests for aptitude, proficiency, procurement and promotion programs (see AFR 30-17). (See tables elsewhere in this regulation for tests not covered by AFR 35-8, such as civilian personnel tests in tables 40-2 and 40-3, academic and flying proficiency tests in 50 and 60 series tables, OSI tests in tables 124-7, prisoner tests in table 125-2, DANTES tests in table 213-1, etc)

2. When a TCO's account is disestablished, furnish a copy of disposition of test materials to the MAJCOM/SOA test control officer for review and retention for 1 year

3 AFROTC and AF Recruiting Service detachments are exempt from the 1 August inventory

*4 3700 PRG/DPPT, Lackland AFB TX 78236-5000 will destroy after 2 months

TABLE 35–7

FLYING STATUS RECORDS (see note)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	flying evaluation boards, faculty boards, or aeronautical rating boards	board proceedings and supporting records, such as physical and psychiatric exams, major aircraft accident and other reports, orders suspending pilot from or returning him/her to flying status		destroy after 1 year.
2	flying status reports	reports of nonrated officers and enlisted personnel on flying status covering man-year authorizations and supporting records for crew and non-crew requirements		destroy at end of FY for which authorization was granted
3	crew information formats	locally devised forms used to collect personnel and operational data on "lead-select" crews		destroy when superseded or obsolete
4	flying status actions	correspondence and related records pertaining to requests for suspensions, fear of flying cases, excusal programs, non-rated officer utilization, aeronautical rating data records that pertain to aeronautical ratings or suspensions or hazardous duty status code changes and requests for update of the Uniform Officer Record (UOR) or Uniform Airman Record (UAR), and applications or requests for parachute jump status, and other flying status actions	at MAJCOMs/SOAs/ major subordinate commands	destroy after 1 year
5			below major subordinate commands	see table 10–1, rule 2
6	Missileman Badge	applications or requests for award of the Missileman Badge, Senior Missileman Badge, or Master Missileman Badge	accumulated by approving/disapproving authorities	destroy after 1 year
7	Weapons Controller Badge			see table 900–1
8	parachute jump records	forms recording jump experience, orders placing individuals on or removing them from jump status, and logs which record parachute jumps, used to substantiate certification of parachutists' pay, requests for higher parachute ratings and indicate experience of assigned personnel	for transferred personnel	send to new duty station
9			for separated personnel and individuals who are detached from jump duty	give to individual
10			for deceased personnel	forward for inclusion in personal effects (see AFR 143–6)
11			for missing in action, captured, or interred personnel	forward for inclusion in MPRG.
*12	Space Badge	suspense copy of the application or request for award of the Basic, Senior or Master Space Badge	at approving/disapproving authorities	destroy 3 months after approval/disapproval of the space badge (Note original is filed in UPRG)

NOTE. Rules apply to those copies not required by other directives to be filed in the military personnel record groups (see table 35–1)

TABLE 35-8

PROMOTION AND DEMOTION RECORDS (see note 1)

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	officer appointment, promotion, selection boards through the grade of Colonel	proceedings, findings and related records	at HQ AFMPC and HQ ARPC	destroy after 50 years (see note 2)
1.1	General officer promotion boards		at HQ USAF Assistant for General officer matters (MPG)	retire as permanent (see note 3)
2	officer appointment, promotion, selection boards other than in rule 1 1		at other than HQ USAF/MPG, HQ AFMPC and HQ ARPC	destroy 1 year after final action or on inactivation, whichever is sooner
2.1	regular appointments and indefinite reserve status	eligible and ineligible listings	at HQ AFMPC	see rule 1
2.2			at other than HQ AFMPC	destroy 6 months after all actions have been completed for the board
2.3		acceptance oaths/statements, medical certificates, statements of declination	at HQ AFMPC and CBPOs	see table 35-1, rule 1
2.4			at other than HQ AFMPC and CBPOs	destroy 6 months after all actions have been completed for the board.
3	airman promotions	board proceedings, findings and related records	at HQ AFMPC and HQ ARPC	destroy after 50 years (see note 2)
4			at CBPOs	destroy 1 year after approval
5		recommendations	for individuals who died or became missing in action before promotion was effected	forward per AFR 39-29
6			other than in rule 5	destroy on promotion or supersession, whichever is sooner
7		inquiries, waivers, supplemental actions, and related records not part of the board proceedings	at MAJCOMs/HQ AFMPC	destroy after 1 year
8			at CBPOs	destroy 1 year after end of cycle
9		records relating to removals from selection lists, waivers of criteria, and related records not part of the board proceedings	at MAJCOMS/HQ AFMPC	destroy after 5 years
10			at CBPOs	destroy 1 year after end of cycle
11	airman demotions	recommendations for reduction in grade, and related records	approved and demotion directed	destroy after 5 years
12			disapproved	destroy after 3 months

NOTES:

1. Rules apply only to those not required by other directives to be filed in the individual record groups (see table 35-1)
2. Retain for 5 years, then retire to WNRC, where the records will be destroyed after 45 additional years
3. Offer to National Archives after 50 years.

TABLE 35-9

DISCHARGE AND SEPARATION (see note 1)

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	administrative discharge or separation from service for cause	board proceedings, board waivers, recommendations, and other related records	approved actions resulting in discharge	see rule 7 and note 1
2			(RESERVED)	
3			actions not resulting in discharge (see note 2)	destroy after 1 year or on reassignment of member, whichever is sooner (see note 3)
4	requests for discharge	applications and other records related to release from active duty, discharge, or separation by reason of dependency, hardship, or for the convenience of the government	disapproved actions	return to individual on completion of disapproval action
5			approved actions resulting in discharge	see rule 7 and note 1
6	report of transfer or discharge	forms and related records	at recruiting units	destroy 3 months after date of separation
7	separation preparation	relocation preparation project folders used to consolidate separation processing records		
8	(RESERVED)			
9	exit questionnaires	questionnaires and similar records accomplished during separation processing		destroy after 6 months.
10	request for waiver of discharge processing	related records	approved	hold in the Field Record Group until expiration of the period of service or enlistment during which it was approved, then destroy (see note 2)
11			disapproved	return to originator
12	recruiting prospect card	personnel data and counseling action	maintained by the Reserve/Guard Counselor	destroy 1 year after separation
13	approved waiver of discharge for fraudulent enlistment entry (excludes waiver for concealment of prior service)	board proceedings, board waivers, recommendations, and related records on approved waiver resulting in retention		see rule 7 and note 1.

NOTES

1 Rules apply to those copies not required by other directives to be filed in individual military personnel record groups (see table 35-1).

2. When rehabilitation procedures are approved, file a copy in the Unit Personnel Record Group per AFR 35-44 and remove when probation rehabilitation is complete and suspended involuntary discharge is permanently cancelled.

3 EXCEPTION. See AFR 35-44 for records containing information indicating the possible existence of a physical or mental defect, or pertain to airmen holding appointments of Reserve of the AF, commissioned or warrant officer

TABLE 35-10
NONCOMMISSIONED OFFICER (NCO) STATUS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	monthly appointment	eligible and ineligible listings	at CBPOs	destroy after 6 months.
2			at units	destroy after 3 months.
3	vacation of appointment	copies of letters	at CBPO, Special Actions Units	destroy after 1 year
4			at units	destroy when member is reappointed to NCO status or when member separates, transfers, or dies
5	reappointment	original letters	at CBPOs	destroy after 1 year
6			at units	destroy after 90 days.
7	appointment, reappointment orders			see tables 35-1, rule 1 and 35-4

TABLE 35-11
AF TRANSITION PROGRAM RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	operation and administration of AF Transition Program	policy and administration files Includes records not identified elsewhere on this table, or not filed in general correspondence files under table 10-1	at other than HQ AFMPC/DPMA	destroy after 1 year
1.1			at HQ AFMPC/DPMA	retire as permanent (see note).
2	individual case files	records required for each participant	at CBPO, transition program offices	destroy 6 months after termination of military status or reenlistment.
3	transition training agreements			
4	recurring reports	reports required by this program not covered elsewhere in this regulation	at MAJCOM and CBPO, transition program offices	destroy after 1 year
5	Manpower Development Training Act	records such as budget estimates and annual plans		
6	Area Manpower Institute for the Development of Staff (AMIDS) Programs	records required by this program not covered elsewhere in this regulation		
7	transition manpower programs information bulletins			
8	individual applications for attendance at the AF Skill Center			destroy 6 months after termination of military status.
9	transition eligibility roster		at CBPO and GSU, transition program offices	destroy 3 months after termination of military status.

NOTE Offer to National Archives 20 years after project termination

TABLE 35-12

WEIGHTED AIRMAN PROMOTION SYSTEM (WAPS)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	airman test control rosters	lists of individuals meeting basic promotion eligibility criteria required to take promotion test(s)	record copy (original)	destroy after 1 year
2	airman ineligible for promotion testing rosters	lists of personnel not eligible for promotion testing		
3	airman promotion testing purge roster	lists of personnel by AFSC and grade overdue for completion of required promotion test		
4	airman promotion eligibility listings	lists of personnel in grades E-1 through E-8 eligible for promotion consideration		destroy after 6 months from processing month for grades E-1 through E-3 Destroy after 1 year from end of cycle for grades E-4 and above.
5	airman promotion ineligibility listings	lists of personnel in grades E-1 through E-8 ineligible for promotion consideration		
6	airman promotion selectees listings	lists of personnel grades E-1 through E-8 who were selected for promotion to next higher grade		destroy unit lists after 6 months Destroy CBPO lists after 1 year from end of cycle.
7	airman promotion nonselectee listings	lists of personnel in grades of E-1 through E-8 who were not selected for promotion to next higher grade		
8	airman promotion selection monthly increment list	list of personnel in grades E-4 through E-8 whose sequence number is effective the first of the following month		destroy after 1 year from end of cycle
9	airman promotion data verification record	lists data to be reviewed by those personnel eligible for promotion	individual's copy	destroy when no longer needed
10	promotion test requirements	listing containing test requirements for personnel eligible for promotion	record copy (original)	destroy after 1 year
11	rosters and listings covered by rules 1 through 10	information copies		destroy after 90 days or when no longer needed, whichever is sooner
12	WAPS notice	listing containing data that was used for promotion	individual's copy	destroy when no longer needed
13	promotion cutoff/select analysis list	a listing reflecting eligible personnel, quota selected, nonweighable personnel, promotion opportunity and cutoff score required for selection by promotion AFSC	HQ AFMPC record copy	destroy after 10 years
14			copies other than rule 13	destroy after 1 year.
15	post select control list	listing of record status changes to the WAPS file	HQ AFMPC record copy	destroy after cycle is purged
16	TICS 309 input by CBPO/HAF errors	a reject listing which identifies TICS 309 input by CBPO or HAF		
17	unprojected promotions and CBPO/HAF promotion withholds/ cancellations	listing of personnel who were selected for promotion but grade changes were effected and subsequent cycle was activated if member eligible for promotion		
18	special category SKT exempt personnel	listing of personnel who are SKT exempt because of COMSEC AFSC or assigned to an SKT exempt PAS		
19	nonreconcilable tests received	listing of test(s) received that were not compatible with AFSC data		destroy after 1 cycle
20	SSAN change list	listing of personnel who have had a corrected SSAN and indicates if WAPS file has been corrected		destroy after 1 year
21	world wide master promotion name list	listing of personnel selected, nonselected, ineligible or nonweighable for promotion		destroy after 10 years
22			copies at other than HQ AFMPC	destroy after 2 cycles

TABLE 35-12. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
23	master selectee promotion sequence number list	listing of promotion selectees by sequence number assigned	HQ AFMPC record copy	destroy after 10 years.
24	initial/supplemental master promotion select/nonselect list	listing of selectees and nonselectees by promotion AFSC considered for promotion		
25	promotion withhold list	listing of personnel whose promotion has been withheld		destroy after 6 months.
26	batch transaction validate	listing of transactions checked for validity that process to the master personnel file		
27	staff input transaction register	listing of transactions that update the master personnel file		destroy after 90 days
28	HAF reject transaction register	listing of transactions that have rejected from the master personnel file		
29	promotion history files (Cycle 71A/after)	microfiche copies		destroy after 10 years
30	senior NCO master file update list	listing of transaction input to the IEF		destroy 6 months after board adjourns
31	senior NCO inquiry listing	listing of personnel eligible/ineligible for promotion		destroy 90 days after board adjourns
32	senior NCO initial eligible file	lists of every E-7 and E-8 in the Air Force		destroy 1 year after board adjourns
33	senior NCO initial eligible reconcilable list	list of mismatch data, missing records or duplicate records		destroy 90 days after board adjourns.
34	master promotion ineligible list	list of personnel ineligible for promotion consideration		destroy after 1 year.
35	master manual select/nonselect list	list of personnel considered for promotion manually		destroy after 10 years.
36	out-of-system supplemental promotion cases	documentation of manual supplemental cases		destroy after 1 year.
37	nonweighable listings	list of personnel eligible for promotion in nonweighable status		destroy after 6 months.
38			copies other than rule 37	destroy when no longer needed
39	promotion correspondence	letters of recommendations/nonrecommendations, control roster action, withhold/reinstatement action, etc	CBPO copies	destroy after 1 year

40. Civilian Personnel. These tables cover records pertaining to administration of the civilian personnel program, including recruitment, placement, position classification, career development, employee-management relations, labor relations, disciplinary actions, grievances, leave, performance evaluation, equal employment opportunity, and incentive awards. Tables 40-1 through 40-9 cover records created by elements of the Directorate of Civilian Personnel, HQ USAF, MAJCOMs, and the central civilian personnel offices (CCPO). Records accumulated by operating officials are covered in table 40-8. Payroll records, including time and attendance reporting, are in the 177 tables. Special Note: All references throughout the tables pertaining to HQ USAF include the Office of Civilian Personnel Management Center (AFCPMC).

TABLE 40-1

POLICY, GENERAL AUTHORITY AND GENERAL MANAGEMENT

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	basic program records	HQ USAF and MAJCOM records reflecting basic delegations of authority (comments and coordination) and development of policies, procedures and methods for conducting all phases of the AF civilian personnel administration program	wage schedules, resolution of field-referred matters, studies, reports and other records forming the basis for development, management and continued improvement of the program	permanent, retain at accumulating office during its existence (see notes 1, 2)
2		(RESERVED)		
3		records which provide the basis for personnel program administration authority and which support the legal and administrative validity of personnel and pay actions	authorities to administer US citizen and/or non-US citizen employees, such as, but not limited to, base commander's written designations of civilian personnel officer (CPO) and incumbents of other positions to sign personnel action records; Office of Personnel Management (OPM), HQ USAF, or MAJCOM exceptions or authorities which provide basis for specific actions or operations, but which are not appropriate for inclusion in a case file, records or other actions or decisions which are precedent-setting for future operations	retain pending revision of disposal authority
4		individually approved position classification guides and advisory allocations used as precedents for General Schedule and Wage Schedule positions	field-originated advisory allocations, tentative drafts of classification, qualification or occupational standards furnished by OPM for comment or information before publication, and related correspondence not maintained with publication to which it pertains	destroy when superseded by published standards or other precedent decisions, or when obsolete, no longer needed or on inactivation of office
5	wage administration	wage schedules, oversea differential rate approvals, and other pay adjustment authorization resulting from legislation or other across-the-board administrative action	records which constitute the basis for personnel actions which may require reconstruction at a later date	retain pending revision of disposal authority
*6			all wage administration records not covered in rule 5	destroy after completion of second succeeding wage survey
7	CCPO manpower management reports	reports and corollary records	periodic staffing analyses, special analyses for HQ USAF and MAJCOM surveys, and for special projects	destroy 2 years after effective date of report
*8	Official Personnel Folder (OPF)	an OPF for each civilian employee, recording employee's federal work history and civil service status	at CCPOs	send folder to NPRC (CPR), St Louis MO, 30 days after separation, NPRC will destroy 75 years after birth date of employee (60 years after date of the earliest record in the folder if the date of birth cannot be ascertained) or 5 years after latest separation, whichever is later, or as specified in FPM
9	Intergovernmental Personnel Act (IPA) assignments	copies of assignment agreements and other related records accumulated during the assignment	not appropriate for filing in OPF if the assignee is an AF employee or appointed to an AF position	destroy 2 years after assignment ends, or at end of period of obligated service required of an AF employee returning to his/her position, whichever is later
10	(RESERVED)			
11	(RESERVED)			
12	(RESERVED)			

TABLE 40-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
13	chronological journal file	notifications of personnel actions for all actions that OPM requires to be recorded on SF 50B	at CCPOs	destroy 2 years after close of month in which notification was dated (see note 4)
14	non-US citizens in foreign areas	records on all direct-hire non-US citizens in foreign areas and all such indirect hires excluding those covered by rule 16	basically the same as those maintained for other employees, adapted to meet local needs	dispose of as specified for records of other employees (or in a manner that will satisfy peculiar requirements in administering non-US citizens in the host country)
15	(RESERVED)			
16	indirect-hire non-US citizens in Federal Republic of Germany	records of indirect-hire non-US citizens in the Federal Republic of Germany	OPFs administered by the CCPO in the Federal Republic of Germany	destroy 3 years after separation of employee
17	(RESERVED)			
18	employee reconsideration files	negative determinations of acceptable level of competence for within-grade increases and basis thereof, employee's written request for reconsideration, reports of investigation, written summaries or transcripts of any personal presentations made, final decision on requests for reconsideration		destroy 1 year after date of final decision (See note 4)
19	(RESERVED)			
20	manning authorizations	unit manning records, manpower authorization listings/vouchers, or letters	allocations of manpower spaces issued by the manpower office	destroy 6 months after supersession
21	file of official publications	superseded copies of Federal Personnel Manual and AF regulatory material		see table 11-1 and AFP 40-171.
*22	Federal Employees' Compensation Act log	weekly listing of injuries used as a check file for all cases sent to Office of Workers' Compensation Programs	at CCPOs	retain pending revision of disposition authority
23	Federal Employees' Compensation Act case files	letters and copies of forms and statements for each case used as a check file for all cases sent to the Office of Workers' Compensation Programs		retain pending revision of disposition authority
24	evaluation/inspection	evaluation of civilian personnel management and administration reports and significant related records	evaluations conducted by HQ USAF	destroy after 2 consecutive reports have been filed
25			at major subordinate commands	destroy 1 year after next like inspection or after 3 years, whichever is sooner
26	personnel management and administration	civilian personnel status and improvement plan reports	at CCPOs	destroy after 3 years
27	personnel strength accounting	end-of-month (EOM) fiscal year report of federal civilian employment and corollary records	used to derive civilian strength and full-time equivalents of the AF	retire as permanent (see note 3)
28		end-of-month fiscal quarter report of federal civilian employment and corollary records		destroy after 5 years unless rule for fiscal year applies.
29		end-of-month monthly report of federal civilian employment and corollary records		destroy after 2 years unless rule for fiscal year or fiscal quarter applies

TABLE 40–1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
30		extracts of Monthly Report of Federal Civilian Employment forms, computer records, and corollary records	at MAJCOMs/SOAs/DRUs and/or CCPOs to derive civilian personnel strength statistics for commanders and key management officials	destroy when obsolete, superseded or no longer needed

NOTES
1 When records become background material to a publication, they are handled according to table 5–1
2 Offer to the National Archives in 5–year blocks when the most recent records in the block are 25 years old
3 Offer to the National Archives in 10–year blocks when the most recent records in the block are 20 years old.
4 When a class action complaint is filed, refer to table 40–4, rule 2

TABLE 40–2
STAFFING

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	applicant supply file	employment applications from persons seeking appointment outside of OPM registers or as a result of local delegated hiring or examining authorities, rosters indexed to the applications, authorized racial and ethnic identifications and related data		dispose of according to FPM guidance and OPM agreements (see note 2)
1.1	Civil Service Reform Act (CSRA) delegated authorities	records on the type of action, processing time, name of person who authorized final action, date of decision and brief statement setting forth the rationale for the decision		destroy after audit by OPM and AF evaluators.
2	(RESERVED)			
2.1	job element qualifications questionnaires			destroy 2 years after supersession
3	OPM certificates	each Request for Certificate submitted to OPM, each Certificate of Eligibles issued by OPM, and related papers regarding objections to eligibles, reasons for passing over veterans, and copies of SFs 171		destroy when 2 years old (see note 2).
4	appointee availability inquiry records	correspondence, telegrams, and related papers concerning availability of appointees	accepted appointments	destroy when individual enters on duty
5			declined appointments, when names are received from certificate of eligibles	return to OPM with replies and applications
6			declined appointments, when offers were made from applicant supply file of the installation	file with application (see note 2).
7	examinations	OPM examination records		see FPM.
8		AF test booklets in which answers have been recorded, and completed test answer sheets have been posted to individual's records		destroy after 90 days.
9		test records for individual employee showing all current authorized AF test scores attained by the employee and maintained in his or her OPF (see table 40–1) or in a separate file		forward with OPF when employee is reassigned within the AF, destroy 1 year after employee transfers or separates from AF (see note 2)
9.1		semiannual or other inventories of test material		destroy after completion of next inventory

TABLE 40–2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*9.2	examination	master copy of the tests and annual test inventory	with AF Test Control Officer	destroy when 10 years old
10	promotions	records of individual promotion actions, including work records, job analysis, Promotion Evaluation Patterns (PEPs), and files showing how candidates were rated and ranked which are sufficient to allow reconstruction for purpose of determining compliance with local, AF and Federal Merit Promotion Plans		destroy 2 years after personnel action or audit by OPM, whichever is sooner (see note 2)
10.1		PEPs for use in centrally managed AF career programs	at AFCPMC, career program branch	delete from data system when superseded or revised by new PEP, destroy hard copy after 2 years (see note 2)
10.2		records of specific job analysis records used in validation of PEPs and other records (i e , SFs 52, certificates, etc) used for career program referrals		destroy when superseded or 2 years after staffing action is completed, whichever is later (see note 2)
11	(RESERVED)			
11.1	(RESERVED)			
12	reduction-in-force	retention registers, notice to employees and work cards which are lists prepared before reduction-in-force for each competitive level affected, and related records		destroy after 2 years if no appeal is filed; if appeal is filed, see table 40–4 (see note 2)
13	federal equal opportunity recruitment	job interest sheets/cards of women and protected minority groups for occupations that are listed as underrepresented in installation Federal Equal Opportunity Recruitment Plans	at CCPOs	dispose of in accordance with FPM guidance and OPM agreements (see note 2)
14	Federal Equal Opportunity Recruitment Plan	determinations for eliminating underrepresentation and priorities for accomplishment		see rule 19 1
15	reemployment priority list	list of names supported by supervisor's record of employee (AF Form 971) or supervisor's employee brief	at CCPOs	destroy after expiration or loss of employee's reemployment rights or after final decision on a pending appeal, whichever is later
16	(RESERVED)			
17	oversea recruitment requests	master copies of oversea civilian personnel requests with position description attached	at oversea CCPOs servicing the position	destroy 1 year after position is filled
18	individual recruitment case files	records pertaining to recruitment and selection for oversea employment		destroy 1 year after expiration of employee's transportation agreement
18.1	employees selected for assignment overseas granted return rights to US	copies of processing records (SF 50B), transportation agreements, position descriptions, employment agreements, etc	at CCPOs	destroy after return of employee or 1 year after return rights are terminated.
19	affirmative actions for minorities and women and handicapped	committee minutes, program activities, records of community contacts, sexual harassment records, reports and supporting papers regarding status of employment	at MAJCOMs and below	destroy after 3 years or when superseded or obsolete, whichever is applicable
19.1		Affirmative Employment Plan including Upward Mobility Plan, Federal Equal Opportunity Plan, etc		destroy 5 years from date of plan
19.2	uniform guidelines on employee selection procedures	EEO analysis worksheets, and statistics dealing with applicant and candidate flow by race, sex and ethnic group	at Affirmative Employment offices	destroy when when 5 years old (see note 2)

TABLE 40–2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
19.3		annual adverse impact determinations and analysis of alternate methods		
19.4		results of validity studies to include records of job analysis, PEP validation referral rosters, Promotion and Placement Referral System Statistics		
20	retired members of the uniformed services	records of appointments and proposed appointments which were disapproved		destroy 5 years after close of year in which employee was appointed or appointment was disapproved.
21	employee placement assistance	individual case files of employees registered in career programs	at AFCPMC	destroy 2 years after registrant is removed from the program (see note 2)
*21.1		Civilian Career Enhancement Program (Registration and Geographic Availability Form), Central Skills Bank Registration and Geographic Availability Form	at CCPOs	delete from data system when superseded by new geographic availability forms or upon employee's withdrawal from the system
21.2		hard copy records		destroy after 2 years
22		"stopper lists" received and records of any positions in the pay category series and grades on the "stopper list" during the time lists are in force		destroy 2 years after registrant is removed from the program
22.1		individual case files of employees registered in the DOD Priority Placement Program and the Automated Overseas Employment Referral Program		
22.2		records related to DOD-announced base closure, transfer of function or reduction, such as: programming plans, phase-out plans, inactivation orders, correspondence pertaining to servicing remaining personnel after base closure, and related reports not covered elsewhere in this regulation	at MAJCOMs	destroy 2 years after final action taken on base closure or transfer
23	Part-Time Employment Program	special and recurring statistical narrative reports and supporting papers regarding status of part-time career employment developed at the CCPO	at HQ USAF, MAJCOMs and CCPOs	destroy when 2 years old
24	DOD Automated Career Management System (ACMS) records and reports	individual employee registration in DOD career programs, resumes, and file maintenance updates completed by employees	at CCPOs and forwarded to the DOD Central Referral Activity (DODCRA)	destroy when 2 years old (see note 2)
24.1		employee career appraisal completed by supervisor	at CCPOs and forwarded to DODCRA	destroy when 3 years old (see note 2)
24.2		requisition and referral requests for filling positions from the ACMS inventory	initiated by supervisors, and copies forwarded to DODCRA for a roster of eligibles	destroy when 2 years old (see note 2)
*25	employee separation from installation	forms used to ensure that a separating employee clears with various installation activities prior to departure	at CCPOs	destroy after 3 months if maintained as a separate file, or maintain and dispose of under table 10–1 as transitory material (see note 3)
26	general staffing records	records pertaining to actions such as approved requests to hire retired military, employment of veterans, employment of civilians overseas, and requests for employment information	at MAJCOMs	destroy when record is 2 years old.
27	Career Program Cadre	forms, interview questions, validation records, etc	at MAJCOMs and OCPO	destroy 2 years after cadre selections are made (see note 2)

TABLE 40-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
28	Defense Intelligence Special Career Automated System, records and reports	individual employee registration in Defense Civilian Intelligence Career Development Program, annual updates, and resumes which are completed by employees in the DOD-wide Civilian Intelligence Career Development Program	at CCPOs, copy forwarded to the Defense Intelligence Special Career Automated System (DISCAS)	destroy when record is 2 years old (see note 2)
29		employee career appraisal forms initiated by supervisor	at CCPOs, with copy forwarded to the DISCAS	destroy after 3 years (see note 2)
30		requisition and referral requests for filling positions covered by the DOD-wide Civilian Intelligence Career Development Program initiated by supervisor	at CCPOs, copy forwarded to the DISCAS for a roster of eligibles	destroy 2 years after selection is made from roster (see note 2)
31	SES Merit Staffing	applications (SF 171) and related records to include qualifications standard, vacancies announcement, documentation of recruitment efforts, list of all applicants, selection procedures applied, complaint/appeal to the ERB and the findings, written recommendation on those referred for selection, rating schedule and sheet, and ERB case file	at CCPO	destroy when 2 years old (see note 2)
*32	applicant Selective Service registration	certification of Selective Service registration	accepted appointments	file on right hand side of OPF
*33			declined appointments	return to OPM with application
*34			declined appointment, or did not register, when offers were made from applicant supply file of the installation, or other source	file with application and dispose of according to FPM

NOTES

1 Retain Supervisor Evaluation of Employee Current Performance and/or Supervisor Evaluation of Employee Potential for First Level Supervisor Positions until replaced by the second Civilian Potential Appraisal.

2. When a class action complaint is filed, refer to table 40-4, rule 2

3 Destroy according to table 40-4, rule 9 if separation clearance form documents defense related employment counseling requirements of AFR 30-14.

TABLE 40-3

EMPLOYEE CAREER DEVELOPMENT

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	annual training, development and financial plans	record showing civilian quota (CQ) file data from Personnel Data System–Civilian (PDS–C)	at CCPOs	destroy after 5 years
2	civilian personnel retraining	reports of retraining resulting from base closure, transfer or consolidation of functions	at HQ USAF	destroy after 4 years
3			at other than HQ USAF	destroy after 2 years
4	training through installation facilities	individual course folders containing training forms or comparable forms, course outlines, attendance and rating records and related materials which are official and basic records of completed training courses		destroy 2 years after course is completed

TABLE 40-3. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
5		individual case files containing applications, training schedules, apprenticeship agreements (AFFM6) examination records (performance and technical information tests), certificates of eligibility and related materials		destroy 3 years after individual completes course or discontinues training (see note 2)
6	training through other than installation facilities	records pertaining to courses attended by employees at other installations, other federal agencies, or nongovernment training facilities other than those covered by rules 6 1 and 6 2		destroy 2 years after course is completed (see note 2)
6.1		financial records in support of long-term, full-time training through nongovernment facilities which are the validation necessary to accomplish the service and reimbursement commitment		destroy 1 year after end of obligated service or settlement of claim, whichever is later
6.2		financial records in support of short-term training through nongovernment facilities		
7	annual report of civilian training and supplemental records relating to expenses	records of training completions, duty hours, associated costs (except accounting and finance records covered in the 177 tables) which are payments for travel, per diem, tuition, contributions, awards and related fees		destroy when 3 years old
8	centrally managed training and development under AF career management programs	Career Enhancement Plans (CEPs), course folders, and training records for career program participants	at appropriate career program branch, AFCMPC	destroy when updated or 2 years after completion of course
8.1	long-term, full-time training and career broadening assignments made under the auspices of centrally managed career programs	nomination materials, records of selection proceedings and other records used in the analysis process		destroy 2 years after completion of training (see note 2)
8.2	Career Enhancement Plan (CEP)	Personnel Data System–Civilian (PDS–C) form	at CCPOs	destroy when replaced by a new CEP
8.3		programs not covered by CEPs (i e., Veterans Readjustment Act)		destroy 2 years after completion of, or withdrawal from, training
9	apprentice action	record in gains and losses during preceding 6-month period on apprentice program	at HQ USAF	destroy when 5 years old
10			at other than HQ USAF	destroy when 3 years old
11	apprenticeship approval	letters of approval of programs by the US Department of Labor and/or Veterans Administration	at HQ USAF	destroy 5 years after completion of apprentice program, withdrawal of approval, or cancellation
12			at other than HQ USAF	destroy 3 years after completion of apprenticeship, withdrawal of approval, or cancellation
13	apprentice standards	apprentice standards form	at HQ USAF	destroy 5 years after completion of apprentice program or when superseded, whichever is sooner
14			at other than HQ USAF	destroy 3 years after completion of apprentice program or when superseded, whichever is sooner

TABLE 40-3. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
15	student employment and work student programs	records pertaining to Cooperative Education Programs, Harry S. Truman Fellowship Program, Federal Junior Fellowship Program, and Student Volunteer Service Program	written agreements between the school and AF activity maintained at CCPOs	destroy 2 years after agreement expires or is renegotiated, whichever is sooner.
15.1		reports required under E O 12015	at CCPOs	destroy when 3 years old
15.2			at HQ USAF	destroy when 5 years old
16	Upward Mobility Program	training plans, evaluation, and related material	at CCPOs	destroy 2 years after employee leaves the program (see notes 1 and 2)
17		career management/upward mobility plan		see table 40-2, rule 19 1

NOTES

1. Rule applies to those records not required by current directives to be filed in the individual's Official Personnel Folder
2. When a class action complaint is filed, refer to table 40-4, rule 2.

TABLE 40-4

EMPLOYEE-MANAGEMENT RELATIONS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	grievances and appeals; i e., denial of within-grade step increase, reduction-in-force, unacceptable performance, and classification	original of employee's grievance or appeal, report of hearing or inquiry, copies of decisions rendered and related material, including any judicial proceedings except complaints of discrimination not included in rules 1.1, 1.4 and 3 or in table 40-6, rule 8		destroy 3 years after case is closed (notes 1 and 2).
1.1	individual complaints of discrimination	original complaint, counselor's report, investigative and hearing reports, copies of decisions, and related material, including any judicial proceedings		destroy 4 years after case is resolved by AF or Equal Employment Opportunity Commission (EEOC) or by a US court
1.2		management decisions on whether or not to take disciplinary action		destroy 2 years after case is closed (see note 4)
1.3		cards which describe current status in processing each individual complaint		
1.4		record of complaint not pursued beyond informal stage		destroy 2 years after date EEO counselor was initially contacted (see note 4)
2	class action complaints of discrimination	original complaint, counselor's report, transcripts, exhibits, decisions, related material (e g., merit promotion files, PPRS, etc)		destroy 4 years after final resolution
3	adverse actions and appeals	notice of proposed action, any answer made by employees, notice of decision, any order affecting the action, appeals documentation, and any supporting material, including any judicial proceedings		destroy 4 years after case is closed (see note 4)
4	performance/incentive awards	recommendations, approved nominations, memoranda of record, correspondence taken in connection with performance or incentive awards		destroy 2 years after close of year in which final action is taken (see notes 2 and 4)
4.1		correspondence or memoranda pertaining to awards from other government agencies or private organizations		destroy after 2 years (see note 4)
4.2		reports pertaining to the operation of the Incentive Awards Program		destroy after 3 years (see note 4)
5	performance appraisals	forms documenting ratings of superior, excellent, fully successful, minimally acceptable, or unacceptable not accompanied by demotion or removal recommendation	at CCPOs	destroy 3 years after date of appraisal (see note 4)

TABLE 40–4. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
6		forms documenting a rating of unacceptable where demotion or removal is proposed but not effected		destroy after the employee completes 1 year of acceptable performance from date of written advance notice of proposed removal or reduction in grade notice.
7		forms documenting ratings of members of the Senior Executive Service		destroy 5 years after date of rating (see AFR 40–2 and note 4)
8	separation actions for employees serving on initial appointment probation or under appointment which does not afford appeal rights and which may involve claims for unemployment compensation	supervisor's explanation of reasons for separation of employee, letters of resignation in lieu of termination for cause, and similar cause Filed subjectively rather than in, or with, employee's personnel records (see note 3)		destroy 2 years after effective date of separation (see note 4)
9	counseling regarding Defense-related employment	statements signed by employees confirming they have received counseling on reporting Defense-related employment according to AFR 30–14. See also AFR 40–735	at CCPO	destroy 3 years after employee separates

NOTES

1 Selected records such as classification appeals decisions may be retained as policy/precedent files, which are governed by table 11–1, rule Retirement to a federal records center is not authorized.

2. For employee suggestions, inventions and scientific achievements, see table 900–2.

3. Records are not to be filed alphabetically, or by name, SSN, or other personal identifier.

4. When class action complaint is filed, refer to table 40–4, rule 2.

TABLE 40–5

CLASSIFICATION

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	position descriptions	files describing established positions, including information on title, series, grade, duties and responsibilities	record copies	destroy 5 years after position is abolished or description superseded. (note)
2			other copies	destroy when position is abolished or position description superseded
3	(RESERVED)			
4	position surveys	surveys or equivalent listings of positions and actions, reports of misallocations, and correspondence pertaining to classification action resulting from position audits		destroy 4 years from date of the report, or on inactivation of office, whichever is sooner (see note)
5	actions resulting from position surveys	position survey form or equivalent (used instead of a request for personnel action form to request action)	optional files, if not maintained, see rule 4	destroy 2 years after effective date of action (see note)
6	(RESERVED)			
7	position management	plans, surveys, reports and related correspondence		destroy after all action is completed or new report is issued, whichever is applicable (see note)

NOTE When class action complaint is filed, refer to table 40–4, rule 2

TABLE 40-6

UNION AND/OR ASSOCIATIONS OF SUPERVISORS AND MANAGEMENT OFFICIALS MANAGEMENT DOCUMENTATION (see note 1)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	union or association recognition	request or petition for recognition, related documents; installation's letter of recognition and certification of representative	at CCPOs	destroy when union is no longer recognized or when no longer needed, whichever is later
2		analysis and exhibits determining appropriateness of unit, election agreement, related records, disapproval requests for union recognition		
2.1	union or association recognition	summary of recognition and agreement data	at HQ USAF	destroy when union is no longer recognized or when no longer needed, whichever is later
3	memorandum of agreement under labor management relations in federal service	initial union proposals, counter proposals, working documents, and approved agreement		destroy when superseded or obsolete.
4	annual report of union recognitions	report, and all backup material		destroy when 5 years old.
5	unfair labor practice complaints	initial complaint, case record, and decision	at CCPOs	destroy 4 years after resolution (notes 2 and 3)
5.1			at HQ USAF and MAJCOMs	destroy 1 year after final decision or 1 year after date of any further action on the cases, whichever is later (notes 2 and 3)
6	union or association request for permission to post literature	request, literature, and installation approval/disapproval		destroy 2 years after date of installation approval or disapproval.
7	union or association management consultation meetings	minutes of meetings, and copies of decisions made		destroy when superseded or obsolete.
8	grievances filed under negotiation grievance procedure	initial and subsequent filings at successive steps of grievance procedure; management decisions, memos for the record and any other pertinent related evidence	at CCPOs (or other appropriate level of recognition)	destroy 3 years after case is closed (notes 2 and 3)
9	arbitration awards rendered under negotiated agreement, and appeals therefrom to Federal Labor Relations Authority	request for arbitration, award; pre- and/or post-hearing briefs; appeal proposal/brief and decision, as applicable	at HQ USAF	
10			at MAJCOMs and CCPOs	
11	official time usage for representation purposes	summary of official time expended for representation purposes	at HQ USAF	destroy when union is no longer recognized or when no longer needed, whichever is later

NOTES

1. Records described in this table is not authorized for retirement to a federal records center.
2. Selected records may be retained as policy/precedent files managed by table 11-1, rule 9.
3. When a class action complaint is filed, refer to table 40-4, rule 2.

*TABLE 40-7

NONAPPROPRIATED FUND (NAF) PERSONNEL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	basic program	personnel correspondence and subject files relating to the general administration of personnel functions and including college programs, selective placement programs, examinations, paid recruitment advertising, executive development program, merit promotion, employment safety program, and others not specifically described elsewhere in this schedule	at all locations, except HQ USAF/DPC, HQ AFCPMC, and MAJCOMs	destroy after 3 years
2		records reflecting basic delegations of authority (comments and coordination) and development of policies, procedures, and methods for conducting all phases of the NAF AF Civilian Personnel Administration Program	at HQ USAF/DPC, HQ AFCPMC, and MAJCOMs	see table 40-1, rule 1
3		correspondence, reports, memoranda, and other records relating to employment programs and functions, and manpower management, and evaluations, including experts and consultants, overseas employment, reemployment rights, and employee transfers and details		destroy after 5 years.
4	correspondence and forms files	correspondence and forms relating to pending personnel actions	at CCPOs	destroy when action is completed
5		retention registers from which RIF actions have been taken		destroy after 2 years
6		retention registers from which no RIF actions have been taken		destroy when superseded or obsolete
7		all other correspondence and forms		destroy after 6 months.
8		wage administration records that constitute the basis for personnel actions that may require reconstruction at a later date		destroy when termination of system life
9		wage schedules used for each occupational group of NAF employees		destroy 4 years after superseded or cancelled provided any needed corrective action has been taken per table 175-2 (see note 2)
10	duplicate records and personnel files maintained outside the CCPO	supervisor's/manager's personnel files consisting of correspondence, memoranda, forms, and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel actions, and records on individual employees duplicated in or not appropriate for NAF operating or operating officials personnel records		review annually and destroy superseded or obsolete records, or destroy all records relating to an individual employee 1 year after separation or transfer
11		other supervisor's/manager's personnel records not covered elsewhere in this schedule		see table 40-8
12	position control	AF Form 684, NAF Position Authorization Listing, used by CCPO to control all authorizations, whether occupied or vacant		review annually and destroy superseded or obsolete records when 2 years old
13		Service Control File, which consists of active SF 7 cards and SF7d strips and/or PDS-CN (NAF) Record used to provide information on each NAF space authorized, established and filled to provide a concise chronology of personnel and position action		destroy SF 7 cards 3 years after separation of employee, when automated, employee separation brief (RIP) is prepared at time of separation and is destroyed 3 years after separation (see note 2)

TABLE 40-7. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
14	applicant supply file	rosters indexed to the applications and recruiting lists, authorized racial and ethnic identification and related data, recruiting lists/vacancy announcements used to provide a record of applicant flow process		destroy 5 years after the end of year in which effective
15		offers of employment files containing correspondence, letters, and telegrams offering appointments to potential employees	accepted offers	file in OPF
16			declined offers	file with employment application and destroy after 6 months
17		applications for employment	accepted for employment	file in OPF
18			accepted for possible employment	destroy after 5 years
19		DD Form 359, Referral for Consideration	if selected	file in OPF, left-hand side.
20			not selected	file with employment application and destroy after 6 months
21	Official Personnel Folder (OPF)	data which reflects and/or documents the service of individuals paid from NAF and contains records of all US citizens/US Nationals wherever employed and of all non-US citizens employed within the United States and its possessions and dependents of DOD active military personnel and US citizen, DOD appropriated, or nonappropriated fund civilians hired in foreign areas.	at CCPOs	transfer folder to National Personnel Records Center (NPRC/CPR), St. Louis, MO, 1 year after separation (see notes 1 and 3)
22		records of all direct hire non-US citizens in foreign areas and all such indirect hires which reflect and documents the service of individuals paid from NAF		destroy 5 years after separation For exceptions see notes 2 and 5.
23		records of NAF employees who have been separated and reemployed at another installation during authorized local retention period		transfer OPF to gaining CCPO upon request.
24		appraisals/performance ratings completed by managers/supervisors		file in left side of OPF
25	temporary individual employee records	records leading to a formal action, but not constituting a record of it nor making a substantial contribution to the employee's record. For example, letters of reference, debt correspondence, performance ratings, letters of caution, etc		destroy upon separation or transfer of employee or after 1 year, whichever is sooner.
26	involuntary separation or resignation action of employees without appeal rights	supervisor's explanation of the reasons for separation of the employee; job-related circumstances or record of oral notice given to the employee that adversely affected his/her resignation	filed subjectively according to nature of action separately from employee's OPF	destroy 4 years from effective date of action (see note 4)
27	chronological journal file	forms documenting employment, promotions, transfer in or out, separation and all other individual personnel actions, exclusive of those in NAF OPFs Examples are AF Forms 2545, including fact sheets	at CCPOs	destroy after 2 years
28	position classification files	standards determining title, series, and grade based on duties, responsibilities, and qualification requirements	at AFCMPC/DPCR	destroy 5 years after cancellation, revision, or supersession
29			at all other offices	destroy 6 months after cancellation, revision, or supersession
30		case files containing memoranda, correspondence, and other records relating to the development of standards for classification of positions peculiar to Air Force	at AFCMPC/DPCR	destroy 5 years after cancellation, revision, or supersession

TABLE 40-7. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
31			at all other offices	destroy 6 months after cancellation, revision, or supersession
32		review file		same as rules 30 and 31
33	position descriptions	files describing established positions including information on title, series, grade, duties, and responsibilities	record copies	destroy 6 years after position is abolished or description superseded
34			all other copies	destroy when position is abolished or description superseded
35		classification survey reports on various positions prepared by classification specialists, including any periodic reports	at office of origin	if not used as a request for personnel action, destroy after 3 years, superseded, or upon inactivation, whichever is sooner
36				if used as a request for personnel action, destroy after 2 years or after a regularly scheduled Air Force or OPM inspection whichever is sooner
37		inspection, audit, and survey files, correspondence, memoranda, reports, and other records relating to inspections, surveys, desk audits, and evaluations		dispose of as in rules 35 and 36
38		case files relating to classification appeals		destroy 5 years after final decision or 5 years after any action following decision, whichever is later
39	personnel operations statistical reports	statistical reports relating to personnel used for information and reporting purposes	at CCPOs and other subordinate organizations	destroy after 2 years
40	employment statistics	reports required for furnishing other governmental agencies with essential data pertaining to labor statistics, unemployment compensation, and comparable data, except records covered in rule 59, Federal Unemployment Compensation Data		destroy after 5 years.
41	performance/appraisal ratings	certificates of performance/appraisal rating completed by supervisors/managers of NAF employees - excluding copies filed in OPF		destroy after 2 years
42		general or case files of forms, memoranda, and correspondence		destroy after 3 years
43		appeals files containing memoranda, correspondence, and other records relating to employee appeals of performance ratings		destroy 3 years after date of final decision
44	conflict of interest case files	statements of employment and financial interests and related records		destroy 3 years after separation of employee or 5 years after employee leaves the position for which statement is required
45	personnel counseling	counseling files containing reports of interviews, analyses, and other related records		destroy 3 years after termination of counseling.
46		alcohol and drug abuse program records created in planning, coordinating, and directing an alcohol and drug abuse program		destroy after 3 years
47	standards of conduct files	correspondence, memoranda, and other records relating to code of ethics and standards of conduct		destroy when obsolete or superseded

TABLE 40-7. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
48	employee awards files	case files containing recommendations, approved nominations, memoranda, correspondence, reports, and related handbooks pertaining to cash and noncash awards such as incentive awards, within grade merit increases, suggestions, and outstanding performance		destroy 2 years after close of year in which final action is taken
49		correspondence or memoranda pertaining to awards from other government agencies or private organizations		destroy after 2 years
50		length of service and sick leave awards file containing correspondence, memoranda, reports, computation of service and sick leave, and list of awardees		destroy after 1 year
51		copies of letters of commendation and appreciation recognizing length of service and retirement, and letters of appreciation and commendation for performance, excluding copies filed in the OPF		destroy after 2 years
52	incentive awards program reports	reports pertaining to operation of the Incentive Awards Program		destroy after 3 years
53	grievance, disciplinary, and adverse action files	grievance and appeals files containing records originating in the review of grievance and appeals raised by Air Force NAF employees, except EEO complaints These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request		destroy 3 years after case is closed
54		adverse action case files and related records created in reviewing an adverse action (disciplinary or nondisciplinary removal, suspension, leave without pay, reduction-in-force) against an employee The files include a copy of the proposed adverse action with supporting documents, statements of witnesses, employee's reply, hearing notices, reports and decisions; reversal of action, and appeal records, excluding letters of reprimand		destroy 4 years after case is closed
55	labor management relations	correspondence, memoranda, reports, and other records relating to relationship between management and employee unions or other groups (see also table 40-6)	at office negotiating agreement	destroy when superseded, obsolete, or no longer needed for reference
56			at other offices	destroy when superseded or obsolete
57		labor arbitration general and case files containing correspondence, forms, and background papers relating to labor arbitration cases		destroy 5 years after final resolution of case
58	employee work schedules	schedules showing the employee's tour of duty and records reflecting approval of uncommon tour of duty		destroy after 3 years
59	federal unemployment compensation data	forms used to furnish state employment security agencies payroll data of personnel paid from NAF, copies of ES 931 and other related data		destroy after 2 years.
60	medical data	cards, certificates, examination schedules and reports, and other related information required for such NAF employees as barbers, beauticians, food handlers, and similar services		destroy when superseded, or when individual is transferred from NAF services
61	equal employment opportunity	official discrimination complaint case files containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described by 5 CFR 713 222		destroy 4 years after resolution of case

TABLE 40-7. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
62		duplicate copies of complaint case files or records pertaining to case files retained in the official discrimination complaint case file		destroy 1 year after resolution of case
63		background files containing background records not filed in the official discrimination complaint case file		destroy 2 years after final resolution of case
64		compliance records such as compliance review files that contain reviews, background papers, and correspondence relating to contractor employment practices		destroy after 7 years
65		EEO compliance reports		destroy after 3 years
66		employee housing requests asking for assistance from the Air Force in housing matters, such as rental or purchase		destroy after 1 year
67		employment statistics files containing statistical information relating to race and sex		destroy after 5 years
68		EEO general files containing general correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, and the EEO Act of 1972, and any pertinent future legislation, and Air Force EEO committee meeting and records including minutes and reports		destroy after 3 years, or when superseded or obsolete, whichever is applicable.
69		EEO Affirmative Action Plan (AAP)	consolidated AAPs	destroy 5 years from date of plan
70			base feeder plan to consolidated AAPs	destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner
71	ladder diagrams	forms used for each occupational group of positions		destroy when superseded or cancelled
72	personal injury files	forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries whether or not a claim for compensation was made - excluding copies filed in the OPF and copies submitted to the Department of Labor		destroy after 5 years.
73	temporary records relating to promotions	records relating to the promotion of an individual that document qualification standards, evaluation methods, selecting procedures, and evaluations of candidates - excluding any records that duplicate information in the promotion plan, in the OPF, or in other personnel records		destroy 2 years after the personnel action or after the action has been audited, whichever is sooner
74	training	general file of Air Force-sponsored training containing correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objective relating to the establishment and operation of training, courses and conferences		destroy after 5 years or 5 years after completion of specific training program
75		background and workpapers such as training schedules, attendance records, evaluations of specific courses and monthly summaries at training activities		destroy after 3 years
76		training aids such as manuals, syllabuses, textbooks, and other training aids developed by the Air Force for NAF employees as well as training aids from other federal agencies or private institutions		destroy when obsolete or superseded
77		employee training records such as correspondence, memoranda, reports, and other records relating to the availability of training and employee participation in training programs		destroy after 5 years or when superseded or obsolete whichever is sooner

TABLE 40-7. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
78		course announcement files containing reference files of pamphlets, notices, catalogs, and other records which provide information on courses or programs offered by government or nongovernment organizations		destroy when superseded or obsolete
79	evaluation/inspection	evaluations of NAF personnel management and administration reports and significant related records	conducted by HQ USAF and MAJCOMs	see table 40-1
80	retired members of the uniformed services	records of appointments and proposed appointments that were disapproved		see table 40-2.

NOTES

1 On inactivation of the installation, notify the National Personnel Records Center, NPRC (CPR) of the closing date, name, and location of the installation assuming custody of the personnel records and individual earning records of NAF employees If no installation is asssuming custody, send records to the NPRC (CPR)

2. An expection to the authorized disposition is made for records (requests for exception must be submitted through SAF/AADAQD to NARA).

a. Required in support of legal matters (i e, claims, criminal, or other actions) Such record is disposed of after action is resolved and the specified retention period has elapsed

b For which a foreign government law or agreement specifies a longer retention period

c. For non-US employees whose countryies have a unique requirement to warrant a longer retention, see AFR 12-50, volume I, chart 4-1, note 1

3 These folders may be transferred to the NPRC in any volume. The NPRC will destroy 75 years after birthdate of employee (60 years after the date of the earliest document if the date of birth cannot be ascertained) or 5 years after the latest separation, whichever is later If re-employed during authorized retention period, forward folder to gaining activity upon request. When an employee is transferred to another NAF Instrumentality, transfer the folder directly to the gaining activity

4. Supervisor's explanation, related records of circumstances or oral notice of proposed action affecting resignation will not be forwarded with the employee's OPF either to another federal agency or the NPRC

5. Retain folders of Turkish employees in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy. Retain folders of Filipino employees in the Philippines for 20 years after termination of employment, then destroy

TABLE 40-8

OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	general employee management	correspondence and other records about or to individual employees, or pertinent to employment matters in office of jurisdiction filed in general correspondence file		see table 10-1
*2			filed in supervisor's work folder	destroy Part A&B when new brief is received. Complete Part A on new brief Destroy Part C according to table 40-4 when it contains records which could lead to disciplinary or performance related actions, otherwise, destroy Part C when new brief is received
*3	supervisor's employee work folder	supervisor's employee brief which is a RIP product generated by PDS-C when certain personnel actions occur (e g, Promotion, Appointment, Change to Lower Grade, etc)	filed in supervisor's employee work folder	

TABLE 40-8. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*3.1		work folder when employee is assigned to new supervisor	kept by supervisor	transfer within 10 workdays to new supervisor with AF Form 860 in a sealed envelope
*3.2		work folder when employee transfers to another Air Force Base		destroy after 60 days
*3.3		work folder when employee transfers to another agency or separates for any reason other than adverse action or military service		destroy after 60 days
*3.4		work folder for employee as a result of adverse action		destroy when employee is separated and no longer needed for pending grievance, appeal, EEO complaint or ULP.
*3.5	obsolete Supervisor's Records of Civilian Employee (AF Form 971)	current disciplinary or performance problem entries		destroy when no longer current (request CCPO review prior to destruction).
*3.6		all other AF Form 971 (yellow card with attachments)		destroy 1 July 1988
*4	supervisor's employee work folder	work folder for employee who separates to enter military service or in a RIF		forward to CCPO per AFR 40-293
*4.1		debt letters, letters of caution or warning, and similar papers		destroy 2 years after date of letter or when purpose is served, whichever is sooner
4.2		employee career appraisal prepared for employees registered in an AF-wide or DOD-wide civilian career program		destroy 3 years from date on appraisal or when employee is no longer in the program
*4.3		notations of oral admonishments and notices of reprimand		remove oral admonishment from Part C of the employee brief 2 years from date of admonishment. Destroy reprimands maintained in the work folder 2 years from date of notice
*4.4		performance appraisal, records used to support or track employee performance during the appraisal period, records of periodic performance discussion		destroy 3 years after effective date of appraisal, forward to CCPO if separated or transferred (CCPO forwards to gaining activity)
4.5			kept by supervisors of members of the Senior Executive Service	destroy after 5 years or when employee separates, whichever is sooner
*5		position descriptions for employee when maintained in work folder	kept by supervisor or in a central administrative function	see table 40-5
*6		(RESERVED)		
*6.1		(RESERVED)		
*7		change to the position sensitivity documented on the position description		See AFR 205-32 and AFR 40-296
*8		nomination for training and related training documents	for courses requiring evaluation kept by supervisor	destroy after evaluation of completed training or when the training requirement no longer exists
*8.1			for courses not requiring evaluation	destroy after completion of training or when the training requirement no longer exists
*9		(RESERVED)		
*10		suspense copies of recommendations or requests for personnel actions	kept by the supervisor or in a central administrative function	destroy on notification of completion of action

TABLE 40-8. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*11		uncommon tours of duty schedules		destroy 1 year after tour of duty is rescinded, or 1 year after final decision on an appeal, or if a grievance, discrimination complaint, appeal or legal action is pending, destroy after case is resolved
*12		emergency essential agreement signed by employee in that type of position	kept by supervisor	destroy when superseded or cancelled.

NOTE The SF 52 designating or recording a position as sensitive will be retained by the supervisor until the action is completed

TABLE 40-9

CIVILIAN PERSONNEL STATISTICAL ACCOUNTING SYSTEM

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	action transcript sheets	civilian personnel action transcript sheets, or other authorized forms, including the statistical copy of notification of personnel action forms or equivalent which is used to code the action transcript sheets used to prepare transaction punch cards		destroy 3 months after used for card punching.
2	transaction punch cards	cards prepared by CCPO to update E201 file which are returned from the data automation activity		destroy when no longer needed or 3 months after date of receipt from data automation activity, whichever is sooner
3	update status file listings	machine-produced listings used to verify transactions processed by data automation		destroy 3 months after receipt of listing
4	base, MAJCOM and HQ USAF error listings	machine listings showing errors detected in update transactions submitted which are used to identify errors for correction		destroy 3 months after receipt, or when errors shown have been corrected, whichever is later
5	master table edit and update listing	edit table entries and additions to and/or deletions from the edit table which are used to verify that the edit table is correct		destroy when superseded.
6	alphabetical listing of employees	all employees serviced by the CCPO listing in alphabetical order of last name used as a locator file		
7	listing of employees by assigned organization	all employees listed by function code within assigned organization and used to reconcile assigned strength figures		
8	listing of special consultants, experts and intermittent employees	all employees on the roll who are in those categories (B263 computer) used to report a change in work status (type of employment code)		destroy after employees' records in the master file have been changed.
9	listing of deleted personnel data codes	employees who are assigned to AFSC's and or function codes (B263 computer) which have been or will be deleted from the system and therefore require changing the employees' records		
10	mass conversion of salaried employees	machine listing of those salaried employees whose salaries were not changed through the mass conversion which are now necessary to initiate salary changes individually		
11	no table entry for the CCPOs	machine listings of transactions received by command from HQ USAF which show unauthorized CCPO codes and not processed against the command file		destroy when no longer needed.
12	unauthorized command code	machine listings of transactions received by command from HQ USAF which show an authorized command code (B3500 computer)		

TABLE 40-9. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
13	update totals	machine listings of totals of various transactions forwarded by the command data automation	at MAJCOM directorates of civilian personnel	
14	intracommand losses	machine listings of losses machine generated by command which are used to drop employees on intracommand actions		
15	intercommand losses	machine listings of losses generated by HQ USAF received by the commands and used to drop employees on intercommand actions		
16	HQ USAF comma listing	records in HQ USAF file which contain commas	at CCPOs	destroy 90 days after receipt or when commas shown have been corrected, whichever is later
17	direct keypunching authority	exception granted to the CCPO by the MAJCOM which are recognized as the authority for CCPO to keypunch cards direct from personnel action records		destroy when no longer needed.
18	coding on forms other than civilian personnel action transcript sheet	recognized as the authority for CCPO to use other coding forms besides the action transaction sheet		
19	active master file	computer magnetic master tapes containing record of each employee on AF rolls	other than as of the last day of calendar quarter at HQ USAF	destroy after 1 year
20			as of the last day of each calendar quarter at HQ USAF	destroy after 5 years
21	inactive file	periodically consolidated computer magnetic tapes containing record of each employee who has been separated from AF rolls	at HQ USAF	destroy 5 years after last periodic consolidation
22	transactions to update centralized civilian personnel status file	computer magnetic tapes containing transactions submitted to keep the master file current and correct consolidated from input tapes received from the MAJCOMs		destroy after 6 update cycles

45. Reserve Forces. These tables cover records pertaining to the AF Reserve, Air National Guard and AFROT only. They do not include records on reserve forces on active duty.

TABLE 45-1

RESERVE FORCES (see note 1)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	Air Force Reserve applications	copies of disapproved applications for appointment as reserves of the AF or USAF without component, and comparable forms, correspondence and related papers		destroy 1 year after disapproval
*1.1		disapproved applications of eligible officers for entry on EAD, and related records		
2		approved applications pertaining to individuals with or without prior military service who have declined appointment		destroy 1 year after individual declines appointment

TABLE 45-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
3	enlistment records (AF Reserve)	triplicate copies of enlistment record—Armed Forces of the US or comparable forms accumulated incident to enlistment of persons in the AF Reserve	not in conjunction with an appointment to the AF or other military academy	destroy after 1 year
4			in conjunction with an appointment to the AF or other military academy	destroy 6 months after date of enlistment (see note 2)
5	delay and appeal requests	reservists' requests for delay in reporting for active duty, requests for reconsideration of decisions on requests for delay, and related records	at MAJCOMs or units of assignment	destroy 1 year after date individual reports for active duty or 1 year after date of expiration of delay
6	report of transfer or discharge	forms and related records	at NGB units	destroy 3 months after date individual separates.
7	general military course (GMC) cadets	records the detachment commander creates, including evaluation rating forms, training and disciplinary reports, and related correspondence	maintained by professors of aerospace studies and HQ AFROTC	destroy after 3 years or when no longer needed, whichever is sooner
8	professional officer course (POC) cadets and financial assistance program cadets	records of AFROTC cadets commissioned as second lieutenants, including all records not required for institutional purposes; field file consisting of records required by AFR 45-3		destroy 1 year after acceptance of commission (EXCEPTION. AFROTC copies will be destroyed immediately after acceptance of commission)
9		records of AFROTC cadets not commissioned as second lieutenants, and which are not required for institutional purposes, which comprise the field file, cadet record, and similar records		destroy after 1 year.
10		records of disenrollment from officer candidate-type training		destroy after 3 years

NOTES

1 Rules apply to those copies not required by other directives to be filed in the military personnel records groups (see AFR 35-44)

2. The original copies of the enlistment forms are maintained in accordance with AFR 35-44 and become a permanent part of the Master Personnel Record Group

TABLE 45-2

RESERVE FORCES TRAINING (see note 1)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	establishment of senior and junior AFROTC	applications, contractual agreements between the AF and educational institutions which give specific instructions for administering the AFROTC program and outline both AF and institution responsibilities for safekeeping US property, and related papers	at HQ USAF/DPP and HQ AU	destroy 2 years after inactivation of AFROTC detachment.
2			at HQ AFROTC	hold at HQ AFROTC 10 years after inactivation of detachment, then retire as permanent (see note 2)
3			at AFROTC detachment	destroy on inactivation of detachment
4	Armed Forces of the US report of transfer or discharge			see table 35-1

TABLE 45-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
5	active duty report			
6	inactive duty training	authorization for inactive duty training, authorization for individual inactive duty training (for nonpay status only; for pay status authorization, see table 177-25)	originals	destroy after 5 years
7			duplicates	destroy after training has posted to Reservist's USA Reserve personnel record retention, promotion and r tirement
8	extension course institute (ECI) training	certificate of completion issued on completion of a volume of a course	originals	give to individual Reservis
9			duplicates	hold in Reservist's field rec group file until 6 months a date Reservist receives his her certificate of completic then destroy
10		certificate of completion issued on completion of a course	originals	give to individual Reservis
11			duplicates	hold in Reservist's field rec group file until it is outdat then destroy
12	authenticated reports of flying time			hold until closing of Reser ist's USAF Reserve person record for retention, prom tion and retirement, then d stroy
13	cadet evaluation	student performance reports used to evaluate cadet performance at field training	at HQ AFROTC and AFROTC detachments	destroy 4 years after comp tion of field training.
*14	AFROTC enrollment data, program status and scholarship selection analysis	AFROTC Enrollment Data, AFROTC Program Status Report, AFROTC Scholarship Selection Analysis	at HQ AFROTC, HQ Air Training Command, or HQ USAF	destroy after 5 years

NOTES.
1 Records used within the ANG are disposed of according to guidance provided by the respective state or the NGB-AF
2 Offer to the National Archives 10 years after inactivation of the AFROTC detachment

50. Training. These tables cover records relating to general policies and procedures governing basic and advar military training, technical training, special training of military personnel required to support weapons system other equipment, mobile training, professional education of AF personnel through senior service schools, and S rity Assistance Program training.

TABLE 50-1
PROGRAM ADMINISTRATION

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*1	school quotas/course project file	records concerning allotment of school quotas and fulfillment thereof, including TDY relocation records	at other than CBPOs	destroy after 6 months
*1.1			at CBPOs	see table 35-4, rule 22
2	airman training waiver	requests for exceptions to authorized airmen training and utilization procedures in connection with on-the-job, cross-training, and training of unskilled airmen in the semiskilled levels	all copies except rule 3	destroy after 1 year.

TABLE 50-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
3			in field personnel records	see table 35-1
4	foreign trainees	requests for training, training projects, acceptance or nonacceptance messages, invitational travel orders, related correspondence incident to the USAF program for training students of foreign governments per AFR 50-29	at HQ USAF	destroy 4 years after completion of project
5			below HQ USAF	destroy 2 years after completion of project
6		training records for students (originals)		see AFM 50-29
7		ATC Form 318 (Prior 1974), Allied Student Training Record		destroy after 20 years or when no longer needed, whichever is sooner.
8		medical and dental records		see table 168-4
8.1		individual student training and achievement record used by Inter-American Air Forces Academy (IAAFA) to provide information to each student's home country		destroy on inactivation of IAAFA.
9	training instructors	forms used to record data on individual instructors preservice and inservice training requirements, type of instructor assignment, and qualification for instructor supervisor assignment		destroy immediately after reassignment or separation.
10		instructor evaluation records		see command prescribing directives and table 10-1
11	faculty board proceedings and administrative disenrollments	originals of proceedings of faculty boards appointed to determine all matters relating to the proficiency, deficiency, graduation, and elimination of students, and other matters referred to the faculty board by the school commandant, and records of administrative disenrollments	at commands below HQ USAF, except HQ USAFA	destroy after 1 year.
11.1			at HQ USAFA	destroy after 2 years
*12	collateral training	sign-in and sign-out records, absentee reports, delinquency reports, suspension records, training check sheets, medical clearances, requests for disciplinary action, progress reports, examination papers, registration forms, change requests, recommendations for elimination, and records of preparation for oversea movement	below HQ USAF	destroy 3 months after class/course completion provided required information is posted to the individual training record, or when no longer needed, whichever is sooner.
13	locator strip cards	cards used for locating a student in a class or squadron		destroy after graduation or elimination
14	(RESERVED)			
15	(RESERVED)			
16	progression schedules	time tables, graphs and charts used to indicate progress and/or for instructional purposes, such as student familiarization initial charts, progress charts and charts of flying time		destroy when superseded, obsolete or on inactivation of activity, whichever is sooner
17	student research	theses (War College), research reports (Command and Staff College), aerospace power theses (Squadron Officers School), and student theses (Institute of Technology)		destroy when no longer needed.
18	training summaries	training summaries and reports of eliminees, upgrading, absentees, delinquencies, standardization checks, rating scales, student ratio reports, activity reports, recognition test sheets, rosters of students, and advance reports of graduation		destroy after 1 year

TABLE 50–1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
19	general training reports	technical training reports, such as reports of units assigned for training, reports of status and change of status, status recapitulation, strength, periodic training, combat readiness, and inspection of instructors' classes		destroy after 1 year
20	academic instructor course waivers	requests, justifications, approvals and disapprovals		destroy when no longer eligible for assignment to instructional positions in AU or when no longer needed, whichever is sooner
21	educational source records	studies, reports on education requirements of the AF, AU's role in meeting these requirements, studies on the effectiveness of educational programs, techniques, and related material	at HQ AU	hold until inactivation of AU or when no longer needed, then retire as permanent (see note 2)
*22	retraining	request for retraining/lateral training and any supporting records (i e , supplemental messages, letters of recommendation, etc.)	approved applications and declination statements for approved retraining requests	see table 35-1, rule 1 1 (note 3)
*22.1			disapproved applications	destroy 3 months after disapproval/cancellation.
*23	student critiques	individual, group and oral (summarized) critiques reflecting students' comments on training, base support facilities and services, and school squadron support for consideration in corrective or improvement actions	for contractor training courses	destroy with related contract
*24			for other than contractor training courses	destroy 2 months after all action is completed
*24.1			serving as input/background data to training evaluations	destroy upon completion of related report/special study or until no longer needed, whichever is sooner
25	AF established NCO Academy Graduate Association (see note 5)	charter case files, including charter, chapter constitution, bylaws, and other governing records	at NCO academies	destroy when charter is dissolved
26		records for maintaining chapter activities, including chapter's minutes of meetings and reports		destroy after 1 year

NOTES:
*1. (RESERVED)
2. Retire when microfilm is determined adequate substitute.
3 Return medical examination reports to the base hospital.
*4. (RESERVED)
5. As associations' chapters are organized as private organizations, the records maintained by the chapters are not considered official recor within the meaning and intent of AFR 12–50, volume I

TABLE 50–2
INDIVIDUAL ACADEMIC RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	training progress	records of individual training and education of each student, indicating subjects studied, number of hours devoted to their study, final grade or rating of proficiency obtained in each subject and/or the reason for noncompletion of the course of study	at AU and USAF School of Aerospace Medicine	destroy 30 years after individual completes or discontinues a training course

TABLE 50-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
2			at School of Health Care Sciences, USAF (before FY 82)	
3		ATC Forms 156, 304, 379, and 565 (before FY 82)	at ATC technical training centers/field training detachments	
3.1		Attendance and Rating Record (ATC Form 379) (all duplicates and originals only of partial courses/training sessions)		destroy after 1 year
3.2		records of individual training and education of each student	at USAF Special Investigations School	destroy 25 years after course is completed
3.3		ATC Forms 379 (originals of completed courses) (FY 82 and after)	at ATC (3785 Fld Tng Grp and Mobil Tng Grps)	destroy 30 years after individual completes or discontinues a training course
3.4		Student Record of Training (ATC Form 156) (FY 82 and after)	at ATC technical training centers	destroy 2 years after information is entered into Pipeline Management System (PMS)
3.5		rule 3 4 information in PMS		retain pending approval of disposition authority
4		copies of individual training records		destroy on graduation or elimination of the student from training
4.1		microform copies of ECI student transcript records used to issue student transcripts, diplomas, and certificate of completion	at Extension Course Institute (ECI)	retain at ECI for 30 years after course is completed, then destroy
4.2		records of nonresident students, including writing assignments, course completion letters, program completion letters, correspondence from students, etc.	at Air Command and Staff College, AU	destroy 2 years after initial program enrollment, or upon graduation, whichever is sooner
4.3			at Air War College AU	destroy 3 months after graduation, 6 months after cancellation, or when no longer needed, whichever is later
4.4		magnetic tapes of nonresident Air Command and Staff College student personal data and student progress	at AU Data Automation Center	destroy 5 years after initial program enrollment.
4.5		magnetic tapes of nonresident Air War College student personal data and student progress		destroy 10 years after initial program enrollment
5		records other than in rules 1 through 4 5		destroy 10 years after individual completes or discontinues a training course.
6	unit training program	Ancillary Training Record for courses related to duty performance, but separate from individual's primary AF Specialty		see table 35-1, rule 1 1
6.1		individual training accomplishments in subjects unique to the organization and required by MAJCOM/SOA directives		destroy 6 months after completion of training, when superseded or when individual no longer performs the unique duties, as appropriate
7	physical training	basic military training check sheets and schedules		destroy after completion of basic training
8		reports pertaining to supervision of physical training and athletic programs, athletic teams, and activity reports		destroy after 1 year
9		physical fitness test report work sheets and physical education attendance records		destroy after recording information on General Military Training Record
10	physiological training			see table 161-2

TABLE 50-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
11	(RESERVED)			
12	maintenance training	case history of the training and evaluation of maintenance specialists	filed in consolidated training record	destroy 6 months after individual terminates military service
13			for individuals being reassigned	send to gaining organization.
14		maintenance training record or Intercontinental Ballistic Missile (ICBM) team training branch training worksheet	at training management or training control	destroy upon completion of training and when files are no longer needed
15			at unit training activities	send with consolidated training record when individual is reassigned (see table 35-1, rule 1)
16		maintenance proficiency tests, management tests, and phase tests	at training management, unit training activities, or work centers	destroy when superseded, obsolete, no longer needed, or when individual is reassigned
17		training charts		destroy when replaced, obsolete, or no longer needed
18		individual proficiency evaluation record	feeder forms to update the maintenance training records	
19			filed in consolidated training record	destroy when replaced by next equivalent evaluation
20		training requests and training completion notification records used for control purposes		destroy after training is completed and posted to applicable record
21		maintenance standardization and evaluation program records, i.e., personnel evaluation reports, and points computation records	filed in consolidated training record	destroy when replaced by next equivalent evaluation
22			used for points computation	destroy when points computation summaries are produced
22.1			duplicate copies maintained by unit quality control	destroy 2 years after evaluation, or when no longer needed, whichever is sooner
23			points computation summaries	destroy after 1 year
23.1		training visibility records, training rosters and training schedules		destroy after 1 year, or when no longer needed, whichever is sooner
24		ICBM maintenance training/requirements records filed in consolidated training record		destroy when individual is removed from ICBM maintenance duty
25		ICBM production inspector records	at quality control	destroy when superseded, no longer needed or when individual is reassigned
26		duplicates of records in rules 12 through 25		destroy after 1 year, or when no longer needed, whichever is sooner
27	traffic safety education and driving experience	background driving experience course/unit scores, prepost test data, and personal data	at bases/stations	give to personnel discharged, separated, assigned to ANG or Reserve units, or attach to accident report for personnel killed in any type accident
28	OJT training			send to CBPO upon PCS, to gaining activity upon PCA w/o PCS, or give to individual upon separation, retirement, or promotion to E-7, provided not needed to record further training

TABLE 50-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
29	military aptitude rating	forms accumulated by military training departments of officer candidate schools and aviation cadet training schools to evaluate leadership potential		destroy 3 months after graduation of individual class, provided summary results pertaining to aviation cadets are posted to the training record
30	USAF air traffic control (ATC) certification	USAF ATC certificate requests used to request certificate issue, reissue, replacement, or cancellation	at requesting activities, pertaining to certificate issue, reissue or replacement	destroy upon receipt of certificate
31			at requesting activities, pertaining to certificate cancellation	destroy after 1 year
32			at HQ AFCC	destroy after 3 years
33		USAF ATC certificates cancelled when individual is reclassified from the ATC career field, is medically disqualified, retires, dies, or is released from the USAF/Reserve Forces		return to individual after certificate is marked "cancelled"
34		USAF ATC certificates withdrawn		destroy upon notification of withdrawal by HQ AFCC
35		assignment/personnel actions or special orders which appoint unit training and standardization specialist and assistant	at ATC function	destroy when superseded or obsolete
36		master roster of valid ATC certificates		
37		facility training guides and indoctrination program checklists		
38		records pertinent to the appointment of USAF ATC personnel as FAA examiners		destroy upon termination of the appointment
39		records pertaining to the suspension/withdrawal of an individual's USAF ATC certificate	at HQ AFCC	destroy after 4 years (see note 1)
40			at all other activities	destroy after 1 year
41		monthly training schedules and tests prepared to evaluate the results of scheduled and supplemental training		
42		applications for FAA airman certification and/or rating		
43		notification of ATC facility classification issued annually and used to determine training time limits required for issuance of facility ratings		destroy 1 year after being superseded.
44		OJT training record continuation sheet pertaining to ATC training, not recorded elsewhere, for officers assigned to ATC duties, and are maintained in officer's training folder		give to individual upon termination of ATC duties
45		ATC evaluation record kept in officer's training folder or as a transitory part of the consolidated training record for enlisted personnel, as applicable		give to individual when the facility rating or position certification is no longer valid, the next evaluation is performed, a facility rating is issued, or individual is no longer in training for a facility rating (see note 2)
46		(RESERVED)		
47		special task certification and recurring training record kept in training folder		hold for 2 years, then give to individual
48		ATC/weather certification and rating record		give to individual upon permanent termination of ATC duties
49	ECI end of course testing and job inventory program	records recording the completion of ECI tests and job inventories		destroy after 6 months

NOTES

1 This records may be retained in the office of record for 3 years after cutoff

2 A special evaluation resulting in revocation of a facility rating will be retained until individual is recertified or reclassification is complete Special evaluation of progress for individuals in upgrade training will be retained until the individual is upgraded or reclassification is completed

TABLE 50-3

AIR FORCE INSTITUTE OF TECHNOLOGY (AFIT) TRAINING RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	(RESERVED)			
2	active duty, ANG and reserve officers	individual educational credit transcripts, certificates of completion of correspondence or group study course, applications, correspondence, copies of officer military records, summary cards, and similar records relating to eligibility for and admission to AFIT programs	at HQ AFIT, Directorate of Admissions	destroy 1 year after officer is dropped from AF rolls
3	admission records	cards and board briefs; quota fill book and reports; other related selection records	at HQ AFIT	destroy when no longer needed
4			at HQ USAF	destroy after 10 years or when no longer needed, whichever is sooner
5	master control (locator) cards	cards used to maintain control of officers educational file; record data reference education obtained through AFIT programs		destroy cards when loss report shows officer left service and received no education through AFIT, destroy cards if education received is recorded on listing, destroy listing after 50 years
6	college transcripts and case files of AFIT Resident Degree Granting Programs and AFIT Civil Engineering School (continuing education program)	educational credit transcripts, and other related records required for retention by college and university accrediting organizations	at HQ AFIT, Registration Division, Directorate of Admissions	destroy after 50 years
7	reports and statistical data of AFIT Resident Degree Granting Programs	registration, enrollment, statistical reports, course data, research studies, graduation policies, faculty board proceedings		destroy when superseded, revised, or obsolete
8	airman education and commissioning (AECP) applications	individual case files of requests for evaluation, educational credit transcripts, certificates of completion of correspondence or group study courses, applications, correspondence, medical reports, and other related records pertaining to eligibility for and admission to AFIT program	at HQ AFIT, Directorate of Admissions, until selection	files of selected airmen sent to Civilian Institutions Directorate for school placement Files returned after school completion and airman commissioned (see rule 2)
9			at HQ AFIT, Directorate of Admissions until non-selection	send to airman's base education services officer
10	roster	roster of educational background of officers	at HQ AFIT, Directorate of Admissions	destroy when superseded, revised, or obsolete
11	catalogs	old and new civilian college and university catalogs		destroy when no longer needed.
12	Community College of the Air Force records	transcripts, grades, course evaluations and course completion records pertaining to accepted transfer courses as outlined by the Community College of the Air Force (including AFIT short course records)	at individual AFIT schools registrar's section	destroy 5 years after completion of course

TABLE 50-4

*TRAINING MATERIALS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*1	curriculum materials used in formal training courses	record sets of specialty training standards, course training standards, course syllabi, plans of instruction, course charts, and comparable guidelines	for current courses, except those covered by rules 2 and 2 1	destroy when superseded or revised (note 1)
*2			for substantially revised and discontinued courses at the Air War College	retire as permanent (notes 1 and 2)
*2.1			for substantially revised and discontinued courses, except those covered by rule 2	destroy after 10 years (note 1)
3		record sets of training plans, technical training writing production plans, evaluation plans, and instructional materials, including lesson plans, texts, films, charts, recordings, student study guides, student workbooks, student texts, programmed instructional material (tests, tapes, film strips, slides, scripts, for live presentations, etc), test materials, miscellaneous handouts (wiring diagrams, tables, data, etc) and comparable data for current or discontinued courses		destroy when revised, obsolete, or on discontinuance of the related course.
3.1	periodic curriculum histories	periodic curriculum histories prepared by the directorates, departments, or divisions of the Professional Military Education Resident programs	original copies held in preparing office until disposition	destroy after 5 years or when no longer needed, whichever is sooner
4	extension course materials	record sets of extension course directives and Resident School Text, with related background material	at HQ AU	destroy when revised, obsolete, or on discontinuance of the related course
4.1		record sets of extension course materials produced in support of the extension course program for ECI, including career development courses (CDCs) and other nonresident courses, and supporting correspondence and background material	at MAJCOMS and subordinate units	destroy 18 months after ECI course deactivation date
4.2		curriculum changes and related records used to activate, suspend, or deactivate entire courses or individual course volumes, to announce temporary suspension to courses or individual course volumes, and to issue special instructions concerning any significant change or changes in the ECI curriculum when a course is deactivated		hold 20 years in ECI, then destroy
4.3		historical data, course status, volume status, examination status, volume review exercise data cards for extension courses and career development courses used to furnish a complete record of every course, supplement, CRE, CE, and VRE processed by ECI		
4.4		course status reports used to show the status of active and programmed courses in the curriculum		
5	job qualification standards (JQSs)	record sets of JQSs		destroy when revised, obsolete, or on discontinuance of the related course
6	manuscripts or proofs	drafts of proposed or revised publications, texts, or other training materials, printers galley or page proofs, and other working or control data used in creating, preparing, and publishing training materials		destroy when printed material is received and determined accurate, or retain for future use if camera ready
7	nonrecord sets of training materials	nonrecord copies of material, identified in rules 1 through 5, used in training programs	for current training programs	destroy when superseded, revised, or obsolete

TABLE 50-4. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
8			for discontinued training programs	destroy current material after 2 years
9	training aids activity case files	original drawings of class room or laboratory equipment, demonstration models, building plans, and laboratory equipment installations, training applications, photographs, list of prints and drawings, bill of materials, devices, parts list, engineering and technical information operations and maintenance manual	the final photograph, drawing, and summary report of approved training aids	destroy when obsolete or no longer needed
10			sent with the related equipment when it is transferred to redistribution and marketing for salvage or other final disposal action	destroy 6 months after equipment is dropped from equipment authorization inventory data (EAID) records
11		duplicate files of drawings of laboratory or class room equipment, demonstration models, building plans, and laboratory equipment		destroy when equipment is transferred to redistribution and marketing, or on discontinuance of the course, whichever is sooner
12		requests for training aids, work orders authorizing production, data on material, labor, production time, and completion dates		destroy after 3 years, or when no longer needed, whichever is sooner
13	mobile training set/equipment files (MTS)	MTS inventories, movement and location records, trainer specifications, proposal/training change logs, CEMO machine listings, and correspondence pertaining to MTS, equipment status, and equipment change	at the aerospace equipment and technical services section, department of field training	destroy when superseded or obsolete.
14			on discontinuance of a MTS or portions thereof	destroy 1 year after final disposition of related equipment
15	training systems research and development materials	correspondence, EDP products, and research reports from internal and other sources relating to development, operation and evaluation of training systems	at MAJCOMs and below	destroy when superseded, obsolete, or no longer needed, whichever is sooner.

NOTES·
*1 Not applicable to records of the Air Force Academy or of the Joint Military Colleges
2. Offer to the National Archives in 5-year blocks when latest record is 25 years old

51. Flying Training. This table covers records relating to general policies and procedures governing techniques, procedures, and personal qualifications involved in flying training, including navigation and crew training.

TABLE 51-1
FLYING TRAINING RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	tactics, techniques, and doctrines instruction	individual student and aircrew records, including various type aircraft on which a student is checked, statements of flying experience; recognition testing forms, cockpit (blindfold) check lists, sequence records, transition training proficiency reports, flight reports, flight record work sheets and card files on flying time, check outs, records of air sickness, progress check sheets, phase and accomplishment charts, rating scales, grade sheets for standardization flight checks, instruction check	not regular flying records required by AFR 60-1	destroy 3 months after completion of training phase, provided flying time data are posted on individual training and flight records (EXCEPTION AFROTC forms and related papers are destroyed after 2 years)

TABLE 51-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
		sheets, assignment sheets, requests for training flights and assignment of aircraft, examinations, and questionnaires		
1.1			ATC undergraduate pilot (UPT) navigator (UNT)-bombardier (NBT) and electronic warfare officer training (EWOT) records	destroy 1 year after completion of all UPT, UNT, NBT, and EWOT, provided data are posted on individual training and flight records
1.2		logs and charts		destroy after completion of UNT, NBT, or EWOT
2	training aids usage	records reflecting individual progress and time completed in a Link trainer; Link trainer-schedules; transition checkouts, requests for assignment to training, instrument progress records; extended flight records for instrument training, instrument questionnaires, operational certificates for blind flying, schedules; activity reports mission sheets, transition flying certificates, instrument instruction sheets; and instrument trainer charts (track flown by student), not records of individual altitude chamber flights		destroy 3 months after completion of training phase, provided required flying time is posted on individual flight records.
3	synthetic trainer time			see table 66-2, rule 4.
4	flight instructors records	flying training reports and records of flying instructors, including instruction logs, airplane assignment sheets, flying schedules, consolidated grade records and reports, flying training reports, training status check sheets, student dispatch sheets, instructor's time sheets for student requirements, recapitulation forms, and student ratio reports		destroy after 6 months (EXCEPTION within ATC, destroy 6 months after the IP is placed on unrestricted IP orders).
5	aircrew instruction records	flying training records pertaining to simulated combat operations, briefing, and interrogation, including combined training reports (record of interception between bombers and fighters), crew flying training instructions, crew status, combat crew progress, combat training mission reports, mission survey sheets, check sheets for recording time and grades, phase check score sheets, and briefing forms		destroy after 1 year, or on discontinuance of activity, whichever is sooner
6	aircrew qualification certificates	certificates showing that an aircrew member has demonstrated satisfactory performance and knowledge of procedures, techniques, equipment, and directives which would assure safe and successful accomplishment of his/her flying duties in the assigned aircraft		give forms pertaining to previously assigned aircraft to individual concerned, or maintain as directed by the MAJCOM, when an individual's aircraft assignment is changed
7	radar and bomb scoring simulator frequency bands		at office of origin	destroy 6 months after obsolete or superseded.
8			at other than office of origin	destroy when superseded, obsolete, or no longer needed
9	Reserve flight training			see table 60-3
10	flying training reports	reports of aircraft accidents (in training), reports on transition training, formation, navigation, time lost, reports of entering classes and graduation classes		destroy after 1 year, or on discontinuance of activity, whichever is sooner

TABLE 51-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
11	completed answer sheets and answer cards	pilot's written instrument examination, and pilot's, navigator's, and aircraft observer's written proficiency examinations	at administering agency	destroy after successfully completed written and flight examinations scores have been entered in aircrew qualification record, and record certified
12	training progress	ATC Forms 240 (flying training)		destroy 10 years after individual completes or discontinues a training course

53. Schools. These tables cover records pertaining to applications and nominations for professional education of A personnel through advanced training.

TABLE 53-1. USAF ACADEMY (USAFA) RECORDS—RESERVED.

TABLE 53-2
APPLICATIONS FOR EDUCATIONAL PROGRAMS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	applications for officer training school (OTS), airmen education and commissioning program (AECP), flying training	records reflecting eligibility, suitability, physical and mental qualifications, status of application, selection, nonselection, interview board results, acceptance, declination or disqualification, and related records reflecting actions taken by examining and selecting activity	for qualified applicants who enter training	destroy after 1 year
2			for applicants who failed to complete processing	destroy after 6 months
3		examination answer sheets		destroy after 1 year
4		routine control cards, AFIT Form 0-22, records reflecting declination or elimination from school or OTS		destroy after 3 years
5	report of physical aptitude exam (PAE) testing	forms used by examining center to transmit results of the PAE for USAFA applicants	at examining centers	destroy after admissions cycle (1 July)

TABLE 53-3
COMMUNITY COLLEGE OF THE AIR FORCE RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	description of courses	course charts, plans of instruction, and similar records of courses conducted by AF and other military service schools		destroy 4 years after course has been inactivated or superseded
2	student enrollment in CCAF associate degree programs	copies of examination reports and training certificates		destroy after data has been entered on degree program progress report
3		registration application forms, official transcripts, and correspondence	for students who have retired or separated from active duty and who have not joined the ANG or Active Reserve	destroy 4 months after student retires or separates

TABLE 53-3. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
3.1			for students who have not communicated with CCAF for 3 years	destroy 3 years after latest communication from the student
3.2			for students who have completed program requirements	destroy 1 calendar year after graduation (see note)
4	accreditation of AF schools or courses	self-study reports, reports submitted to accrediting associations, correspondence to and from accrediting association officials, and related records		destroy after 50 years
5	(RESERVED)			
6	articulation agreements	formal agreements or other memoranda of understandings with civilian institutions for recognition of CCAF students and graduates		destroy after 1 year, or when superseded, whichever is later
7	degree program	completed degree program progress report and relevant approving records		destroy after 50 years

NOTE If student registers in another program, transfer transcripts to that program.

55. Operations. These tables cover records pertaining to administration and implementation of the AF atomic program, strategic, tactical, and special reconnaissance operations; programs for allocation of aircraft, missiles, and flying hours, electronic warfare programs; use of AF installations by other than United States Department of Defense aircraft; security of USAF operations.

TABLE 55-1
USE OF AIR FORCE INSTALLATIONS BY NON-DOD AIRCRAFT

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	approved requests	civil aircraft landing permits and related correspondence		destroy 6 months after the expiration date, or when superseded
2		hold-harmless agreements and related correspondence		destroy 2 years after date of termination (see rule 4)
3		certificates of insurance and related correspondence		destroy 2 years after expiration of insurance date (see rule 4)
4		records discussed in rules 2 and 3 required for renewal purposes, and/or insurance claims resulting from an accident or violation of AFR 55-20		destroy when no longer needed
5	disapproved requests	correspondence and related data		destroy after 6 months
6	foreign government requests	correspondence and related disposition actions approved by AF/CVAI		
7	fees and charges			see table 177-10

TABLE 55-2
AIRCRAFT ASSIGNMENT, UTILIZATION, AND AVIATION FUEL RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	aircraft distribution and assignment control	records relating to operational support of flight management and aircraft allocations	at operations flight management	destroy when superseded, obsolete, or no longer needed (see note)

TABLE 55-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
2	aircraft or recording of aircraft	requests and justifications for additional aircraft, approved/disapproved		destroy 1 year after final action
3		requests for utilization code changes		destroy 1 year after end of utilization requirements for disapproval of request
4	staff configured aircraft	reports		destroy when superseded or obsolete
5	aircraft/missile allocations	schedules of current and 6-month projected tactical aircraft/missile allocations		
6	aircraft mission history	reports of aircraft utilization	at MAJCOMs	destroy after 2 years
7			at preparing and intermediate activities	destroy after 1 year
8	purchase of aviation fuel and oil	USAF invoices covering purchases from domestic commercial firms, government activities other than AF, or foreign government sources		destroy after 2 years
9	local engineering and operations records pertaining to discrepancies	preflight reports, schedules for engineering, and records relative to aircraft in operation		destroy after 1 year
10	weight and balance data			see table 66-5

NOTE See table 67-1 for disposition of supply management records.

TABLE 55-3

AIR SURVEILLANCE RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	control logs	data on routine daily surveillance operations	at aircraft control and warning (ACW) units and airborne early warning and control (AEW&C) units	destroy 1 year after close of the calendar year in which last entry was made
2		data on AEW&C aircraft on active air defense missions		destroy after 3 months.
3		recorders logs, telling sequence and interception action records, and comparable forms which supplement such records		destroy after 2 months
4		teletype record logs prepared by AEW&C units during Dualex operations		destroy after 1 month

TABLE 55-4

TRAINING REPORTS, SPECIAL EXERCISE AND MANEUVER PLANS RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	tactical evaluations	reports and other data used in evaluating a unit's capabilities as demonstrated during a training exercise conducted in either live or synthetic environment	at MAJCOMs and below	destroy after next evaluation is accomplished, or on change of weapon system, whichever is sooner
2	(RESERVED)			

TABLE 55-4. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
3	systems training status	recurring reports accomplished in compliance with a System Training Program (STP)		destroy after 1 year
4	training aids	maps or charts indicating name and location of units having a controlled training aid, description of the aid, etc , including requests for use, approval or disapproval, shipping authority, and shipping instructions		destroy when training aid is removed from control
5	special exercise and maneuver plans	journals, logs, messages, punched cards, film strips, and tapes used to record or report exercise play or pertinent portions for evaluations		destroy when no longer needed
6		operations and deployment plans and orders, related records prescribing the training of personnel, testing of equipment or both, used in planning for and participating in command post exercises or similar unilateral joint maneuvers	at MAJCOMs and below	destroy 3 years after exercise has been completed, or when declared obsolete, whichever is sooner
7	continental test records	plans, orders, and supporting background material created by AF activities participating in joint testing		
8		final reports of tests		retire as permanent
9	(RESERVED)			
10	oversea test records	plans, orders, and final reports created for and in the name of Joint Task Force		send one copy of each record to the Joint Task Force for permanent retention
11	plans, orders, and reports	reference copies of material identified in rules 2 through 10		destroy when no longer needed

TABLE 55-5

SEMIAUTOMATIC GROUND ENVIRONMENT (SAGE)/BACKUP INTERCEPT CONTROL (BUIC) SYSTEM RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	adaptation data	technical papers, studies, reports, and related engineering or operational data, including geographical features, weapons and missile characteristics, equipment capabilities, and other pertinent data	at MAJCOMs and below	destroy when superseded, obsolete, or no longer needed
2	computer programming records	data created incident to designing, planning, constructing, and/or operating phases of SAGE/BUIC and the computer program (new content), with related equipment changes (retrofits), etc	at MAJCOMs, major subordinate commands and BUIC programming facilities	destroy when no longer needed
3		master file of program card decks	major subordinate commands and below	destroy replaced or superseded program card decks 60 days after the succeeding program is declared successful and operational
4		active card decks reflecting air surveillance, weather, weapons status, or other local variables		destroy 30 days after data becomes obsolete
5		(RESERVED)		
6		program write ups, various EAM card decks, related electronic tapes containing instructions designed to control the operation of the SAGE/BUIC computer according to predetermined requirements		destroy obsolete card-loaded and tape-loaded program card decks with related electronic tapes and program write ups after 30 days
7		standby file of obsolete card-loaded program decks and/or partial program decks		destroy after 30 days

TABLE 55-5. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
8		duty rosters, EAM cards, and consolidated rosters detailing individuals for computer operation and/or maintenance duties		destroy after 6 months or on inactivation of the site, whichever is sooner
9		coordinators' notebooks containing entries involving monitoring and control of program card decks, writings, tapes, plug-in units, and related program material		destroy after 2 years
10		computer use monthly planning schedules forecasting availability of SAGE/BUIC computers, letters, messages, and similar media reflecting the planned operational state of alerts; electronic changes; synthetic exercises, and other requirements affecting computer usage		destroy 6 months after implementation or when declared obsolete, whichever is sooner.
11	technical library materials	master copy of all program card decks, 70mm films, computer magnetic tapes, maps, scripts, aids and other materials used in the production of and/or produced to accomplish the required tasks	maintained by the contractor until contract is concluded and/or terminated, and turned over to the AF for disposition	dispose of according to the applicable rules relating to the specific records.
12	technical memoranda (manuals)	technical manuals, published system notes, etc. that describe system design, operations and limits	records sets at SAGE and BUIC programming facilities	retire as permanent (see note)
13			copies at higher HQs, MAJCOMs and subordinate units	destroy when rescinded, superseded or no longer needed
14		manuals, notes and guides that describe system data and data characteristics	at SAGE and BUIC programming facilities	destroy after 5 years
15			at higher HQs, MAJCOMs and subordinate units	destroy when rescinded, superseded or no longer needed

NOTE. Offer to the National Archives in January 1986

TABLE 55-6

OPERATIONAL REPORTS AND ANALYSES (see note 1)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	combat operations	accounts and reports describing combat action, objectives, accomplishments, results, loss of personnel, equipment, material, aircraft, and related data	as a result of actual combat, located at originator, MAJCOMs and major subordinate commands	retire as permanent (see notes 2 and 3).
1.1			as a result of actual combat, located at any agency other than the originator, MAJCOMs or major subordinate commands	destroy after 1 year
2			as a result of peacetime operations or exercises performed to simulate, test, evaluate or support emergency war orders and allied activities	destroy when no longer needed.
3	analyses	memoranda, reports, drawings, charts, graphs, statistics, and other reference and source materials incident to analyses and study of AF operational activities, problems of air warfare, equipment, weapons and weapon systems, tactics, strategy, organization, or any other field of responsibility	record copies	retire as permanent (see notes 2 and 3)

TABLE 55-6. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
3.1			reference copies	destroy when no longer needed
4	sonic boom data	data bank records, schedules, comparable forms, and related papers	at HQ USAF and MAJCOMs	destroy after 30 months
5		logs	at MAJCOMs and operational units	destroy after 1 year
*6	aircraft maintenance	significant historical data (AFTO Form 95) and related records of aircraft lost in combat and aircrew status is unknown		retain pending disposition approval (see note 4)

NOTES·
1. See table 80-5 for disposition of operational test and evaluation (OT&E) records
2. Offer to the National Archives in 5-year blocks when latest record is 25 years old
3 Microfilmed copies of special intelligence records at HQ ESC shall be offered to the National Archives when 50 years old
*4 These aircraft maintenance records, normally disposed of in table 66-3, are considered as operational records until the plane's aircrew status is resolved

TABLE 55-7
OPERATIONS SECURITY (OPSEC)

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	OPSEC survey reports	reports of surveys listing findings and recommendations/corrective actions taken	at MAJCOM OPSEC OPRs	destroy after 5 years, or 1 year after next survey of same activity, whichever is sooner
2			below MAJCOMs	destroy 1 year after all action has been completed or when no longer needed, whichever is sooner
3	OPSEC data base	functional profiles and related data	at MAJCOM OPSEC OPRs	
4	OPSEC status report	semiannual status reports	at HQ USAF/XO	retire as permanent (see note)
5			at MAJCOMs OPSEC OPR	destroy after 3 years
6			copies retained by preparing activities	destroy after 1 year or when no longer needed, whichever is sooner

NOTE Offer to the National Archives in 5-year blocks when latest record is 25 years old.

TABLE 55-8
SPACE DEFENSE

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	orbital element card	data used for updating the satellite historical data base	at HQ SPACECOM	retire as permanent 1 year after object decay (EXCEPTION. if microfilmed, see note).
2	space object identification (SOI)	radar or photometric amplitude data recordings	of special interest (most representative of true features)	
3			of routine interest	destroy after 1 month, or when no longer needed, whichever is later

TABLE 55-8. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
4			digitized and transcribed on cards	destroy when no longer needed
5		discrimination information transmitted by SOI capable sensors		
6		SOI parameter data (includes pattern recognition data)	reports generated or received at a centralized location	destroy after the data has been entered into the data base
7			reports generated or received at a tracking site	destroy after 1 month, or when no longer needed, whichever is later
8			a summary of SOI analyses in a satellite numbered sequence	destroy when superseded or when no longer needed
9		time sequenced logs of significant operational events	at 1st Aerospace Control Squadron and tracking sites	destroy 1 year after last entry in the log
10		computer printouts of satellite track data, mission planning logs, records of message transmissions, positional checklists, etc.		destroy when superseded or when no longer needed
11	optical surveillance data	Baker-Nunn camera films and optical sensor passage records, which includes such data as camera settings, times of observation, atmospheric conditions, and field reductions	of special interest	destroy when no longer needed
12			of other than special interest	destroy after 3 months.
13	tracking and impact prediction (TIP) data	tracking and impact predication record, final decay message, computer printouts of satellite positional data to include spiral decay vectors, final element set and related data of specialized interest (most valuable data)		retire as permanent on inactivation of the unit (see note)
14	space defense logs	data on daily operations	at Space Defense System units or command and control activities	destroy 6 months after last entry in log
15	missile warning logs		at HQ NORAD/ADCOM/ SPACECOM	hold for the life of the missile warning system, then destroy
16	tactical operations room activity log	data on daily operations	at Tactical Warning/Attack Assessment and Space Surveillance Units	destroy 1 year after last entry in log or when no longer needed, whichever is later

NOTE When orbital element record is converted to microfilm:

a. Destroy original record 1 year after it has been ascertained that the microfilm copies have been prepared in accordance with GSA regulatio (implemented by AFR 12-40 within Air Force) and are adequate substitutes;

b Retire microfilm camera negative copy and a positive print as permanent,

c. Destroy microfilm reference copy 1 year after object decay.

TABLE 55-9

407L/412L SYSTEMS RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	computer program data	program/version histories and program/ equipment change records	at TACS Support Division, incident to the operation of the 407L System and the SPATS activity incident to the operation of the 412L System	destroy 5 years after system discontinuance, or when no longer needed, whichever is later
2		magnetic tapes, computer printouts, and punched cards		destroy when no longer needed

TABLE 55-10

FLIGHT INSPECTION RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	flight inspection records	reports of original commissioning; other reports pertinent to facility modification; reports containing restrictions, data sheets; and related documentation	at the inspected activity (flight facilities); at organizations reporting directly to HQ AFCC, and at the MAJCOM activity requiring the facility	destroy 3 months after a commissioned facility is decommissioned (EXCEPTION: destroy data sheets when superseded or obsolete) (see note 1)
2		other reports and related records not covered by rule 1		destroy after 2 years, or 3 months after decommissioned facility, whichever is sooner (see note 2).
3		reports	at HQ AFCC	destroy when superseded or obsolete
4		all reports, data sheets, and related records	at the facility checking activity	destroy after 2 years or 3 months after decommissioning of a commissioned facility, whichever is sooner (EXCEPTION destroy reports of original commissioning, other reports pertinent to facility modification, and reports containing restrictions which have not been removed 3 months after the facility is decommissioned, and destroy data sheets when superseded or obsolete) (see note 2)
5			at all activities not covered in rules 1, 2, 3, or 4 above	destroy after 1 year
6		oscillograph recordings made during commissioning inspections, resulting from modification of a facility, and related to reports containing restrictions		destroy 3 months after a commissioned facility is decommissioned (note 3).
7		recordings not covered by rule 6		destroy 1 year after completion of related tests and evaluations, or 3 months after a commissioned facility is decommissioned, whichever is sooner
*8		checklists, reports of finding, and records pertaining to periodic inspection of airfield facilities		destroy after 3 months, or after discrepancies are corrected, whichever is later (note 4)

NOTES

1 Refile and dispose of reports containing restrictions under rule 2 after the restrictions are removed.

2 Documentation will be retained by the accumulating office of record for the total retention period

3 Refile and dispose of oscillograph recordings related to reports containing restrictions under rule 7 after the restrictions are removed.

*4 File copy of airfield facility inspection checklist if applicable in mishap reporting records (Table 127-2) if mishap/accident occurs before airfield facility discrepancy is corrected.

TABLE 55-11

*AIRCREW LIFE SUPPORT PROGRAM

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*1	aircrew life support and chemical defense equipment	inspection records	at aircrew life support functions	destroy after form is filled in and next periodic inspection is annotated on a new form, on turn-in of equipment, or when superseded, obsolete and new replacement form is available

TABLE 55-11. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
2		individual custody receipts		destroy on turn-in of equipment
*3		operational directives, lesson plans, training records, training aids, and maintenance instructions		destroy when superseded or obsolete

TABLE 55-12

COMMAND AND CONTROL

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	aircrew management and aircraft ground handling actions	forms and related records pertaining to arrival and departure briefings, alerting and billeting information and other pertinent data, including data for reconstruction of actions sequence after termination of mission, and airlift movement messages	at command posts, operations centers, airlift control elements	destroy after 2 months
2	mission following folders	forms and related records which record arrival/departure times, mission numbers, complete mission itineraries, aircraft delay information and other pertinent data	at command posts	
3	controller certification record	written record of personnel certified to perform duty in the command post		destroy upon reassignment, retirement or decertification of personnel for which record was created
4	controller training records	controller recurring testing and controller formal training		destroy after 1 year
5	events log	record of aircraft arrival/departure and monitor key personnel, VIPs and significant events		destroy after 3 months
6	notices to airmen (NOTAMs)	NOTAMs and NOTAM summaries relating to establishment, condition, or change in any aeronautical facility, service, procedure or hazard	master copies at central NOTAM facility	destroy 15 days after NOTAM (message) expires Exception see rule 8
7			other than master copies	destroy when information is superseded by another NOTAM or by later summaries or is otherwise terminated.
8			related to aircraft accidents/incidents, operational hazards, and/or alleged violations (see tables 127-2 and 127-4)	destroy after 6 months, or upon completion of investigation, whichever is later
9		DD Form 2349, NOTAM Control Log		destroy 15 days after expiration or cancellation of recorded NOTAMs
10		AF Form 421, Incoming NOTAM Register		destroy after 7 days

TABLE 55-13

AIRFIELD FLIGHT LINE VEHICLE AUTHORIZATION

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	vehicle flight line authorization	correspondence and forms used for authorizing other than special use vehicles (fire trucks, ambulances, yellow maintenance vehicles, etc.) for operation on the flight line	at issuing authority	destroy when superseded, obsolete, or no longer needed
2		registration identification label on vehicles		

TABLE 55-14

AIRDROP INSPECTION RECORDS/MALFUNCTION AND ACTIVITY REPORTS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*1	airdrop inspections	joint airdrop inspection record (platforms, LAPES and containers)	not part of the records of an accident/incident investigation	destroy after 1 month
*2	airdrop activity reporting	joint monthly airdrop summary report		destroy after 1 year.
*3	airdrop malfunction investigations	airdrop malfunction report, monthly airdrop summary report, joint airdrop inspection record (platforms, LAPES and containers)	part of the records of an accident/incident investigation	destroy with the records to which they pertain (see table 127-2, rule 3)

TABLE 55-15

RADAR BOMB SCORING (RBS) RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	radar bomb scoring (RBS) ground directed bombing (GDB), and electronic countermeasures (ECM) sites	textual records pertaining to planning, establishment, development, and operation of RBS/GDB/ECM sites	at OPRs	destroy 10 years after inactivation of site
2			at MAJCOMs, NAFs, and monitoring offices	destroy on inactivation of site or when no longer needed
3	low level training routes	textual records associated with the planning, establishment, impact, operation, justification and related data	at OPRs	destroy 10 years after closure of route
4			at MAJCOMs, NAFs, and monitoring offices	destroy on closure of route or when no longer needed.
5	olive branch (cruising altitude) route analysis	basic data on route, description, evaluation potential and results of low level evaluation		destroy when no longer needed
6	RBS activity records	forms, memoranda, reports, plotting papers, communication logs, RBS data creation records (printouts), abort reports and operational logs	at MAJCOMs and below	destroy after 3 months or when no longer needed, whichever is sooner
7			related to RBS scored activity	destroy after 1 year or after applicable unit's subsequent evaluation, whichever is sooner
8	ECM activity	data creation records (printouts)	at MAJCOMs and below	destroy after 6 months
9		special ECM activity records (printouts)		destroy after 3 months or when no longer needed, whichever is sooner
0		brush graphs, printer tapes, and plotting papers		destroy after verification

TABLE 55-15. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
11			record unreliable activity	send to applicable unit for verification
12	RBS target data	target inserts and target overlays	at MAJCOMs and below	destroy when superseded or no longer needed
13	RBS analyses/summaries	results of RBS scored evaluations, air-to-ground missile (AGM), bombing and ECM training activities conducted against RBS sites	at OPRs	destroy when no longer needed
14			at other organizations	destroy after 1 year
15	recorded voice tapes	air-to-ground communications between aircrew and RBS sites personnel	at RBS sites	erase after 60 days

TABLE 55-16

AIRSPACE MANAGEMENT

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	operational/administrative airspace management in domestic/foreign environments	letters, messages, correspondence, memorandums, and forms governing operational/administrative directions and guidance effecting both domestic and foreign airspace usage	at HQ USAF, MAJCOMs and foreign national operational staff offices	destroy when superseded, obsolete, or no longer needed
2	airspace flight routes and flight areas	data pertaining to international and domestic flight route/track systems, aerial refueling routes, tracks, and areas; and special military/civil low altitude training routes, visual flight condition routes, and all weather low altitude routes	at preparing, controlling, or monitoring agencies	
3	airspace working projects	correspondence and data on special IFR/VFR military/civil operations, supersonic flights mid-air collision avoidance, wake turbulence criteria, and flight record attempts		
4	airspace management agreements	correspondence records, rules, reports between US government offices, foreign nations, military services, lateral commands, and subordinate agencies pertaining to relations, negotiations, amendments, agreements, and minutes of meetings relative airspace use	at preparing agencies	destroy 2 years after supersession/obsolescence or when no longer needed, whichever is sooner
5	special use airspace	correspondence and data pertaining to airspace warning/danger/restricted areas, military operations areas (MOAs), domestic or international control areas, special use areas	at preparing, controlling, or monitoring agencies	
6	reserved airspace	correspondence/data/booklets relative operational mission airspace reservations, and altitude reservations		

56. Signal Security. These tables cover records pertaining to policies, procedures, and operational doctrine fo overall direction and planning for Communications Security (COMSEC) material, cryptologic equipment, anc TEMPEST.

TABLE 56-1

COMMUNICATIONS SECURITY (COMSEC) SYSTEMS AND ACCOUNTABILITY RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	material accounting records	field and AF Cryptologic support Center (AFCSC) vouchered COMSEC accounting report, related records and correspondence, AFCSC COMSEC vault and USAF COR records consisting of statistical data for stat books; holder, shipping, allocations and stock files, related records, and work orders	at AFCSC	destroy after 3 years
2			at holder accounts and COMSEC Account 616600	destroy as described in certificate of accounting clearance
2.1		daily or shift inventories	at holder accounts	destroy 6 months after monthly cutoff
*2.2		local destruction reports of accountability legend code 3, 4, and 5 that is classified (CONFIDENTIAL or above) or is marked CRYPTO		destroy 2 years after date of material destruction
3		record of custodians		destroy 1 year after assumption by a new custodian
3.1		transfer reports, work orders, and related records for items on loaned/borrowed status	at AFCSC	destroy 3 years after loaned/borrowed transaction is terminated
4		copies of records covered in rule 1	at monitoring headquarters	destroy when superseded, obsolete, or no longer needed.
5	accounts inspection records	command inspection reports and related records		destroy on receipt of a succeeding report, or on inactivation of the facility, whichever is sooner
5.1		semiannual self-inspections		destroy after MAJCOM annual inspection is performed
6	Visitor Register	AF Form 1109	at holder accounts	destroy after 1 year
*7	incident (compromise) files	reports of compromises, involving personnel, cryptologics and physical insecurities of COMSEC material as required by AFR 56-12	at AFCSC	destroy 3 years after year in which incident file is closed
8			at MAJCOM and monitoring intermediate headquarters	destroy after incident file is closed, provided physical and cryptographic log is maintained (see rule 11). When log is not maintained, destroy closed incident file after 2 years
9			at cited units	destroy 1 year after year in which incident is closed
10	physical and cryptographic violation log	log used to record reported COMSEC insecurities	at AFCSC	destroy 3 years after year in which log is closed out.
11		log or consolidated listing of COMSEC insecurities	at all other activities	destroy after 2 years
*12	COMSEC codes and authentication case files	background material from initial request to final disposition of the COMSEC system	at AFCSC	hold until the system is deleted from the COMSEC inventory, then retire to ESC Special Intelligence Central Repository and destroy 25 years thereafter

TABLE 56-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*13	protected distribution system (PDS)	letters, message requests, approvals, and drawings pertaining to PDS systems for passing unencrypted classified information		destroy 90 days after deactivation of PDS
*14	Automatic Secure Voice Communications (AUTOSEVOCOM) terminals	correspondence, electrical messages, approvals, and related historical data on certification of AUTOSEVOCOM terminals		destroy on deactivation of circuit or when no longer needed, whichever is sooner
*15	COMSEC historical records (aids and equipment)	master file of background data on COMSEC material in AF inventory	at AFCSC	destroy 3 years after final destruction of COMSEC item.
*16	COMSEC/TEMPEST master register	assigned Air Force COMSEC/TEMPEST short titles		retire to ESC Special Intelligence Central Repository on inactivation of unit and destroy when no longer needed
*17		background communication		destroy after 5 years or when superseded, obsolete, no longer needed, whichever is sooner
*18	release of COMSEC equipment/material to DOD contractors/COMSEC accounts	release approvals for access to COMSEC equipment material by DOD contractors	at AFCSC	destroy 2 years after COMSEC account is deactivated
*19			at all other AF agencies	destroy upon termination of contract or when no longer needed, whichever is sooner
*20	certification records	certification of mandatory modifications to equipment	at AFCC units and provided to the COMSEC account for filing	destroy upon receipt of a succeeding certification letter or inactivation of the account
*21		certification of COMSEC account readiness action (CARA) training exercise	at AFCC units and used to record quarterly required training	destroy after 18 months
*22		certification of review of operating instructions and CARAs		destroy after 1 year
*23		approval of administrative telephone within a secure area, coordination of CARAs, and higher headquarters coordination of material to be retained in the event precautionary destruction is implemented	at AFCC units and retained by the COMSEC account	destroy on inactivation or when superseded
*24	COMSEC cryptographic register			destroy after 1 year

NOTE. HQ ESC is the office of record for records of longtime retention Records appraised as permanent will be offered to The Nation Archives when sensitivity and classification no longer prevent their use for purposes of historical and other research

TABLE 56-2

TEMPEST POLICY PLANNING AND ENGINEERING TECHNICAL AND ANALYSIS RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	AF TEMPEST program records	data reflecting the policy, planning, and test results of AF TEMPEST program efforts	at AF Cryptologic Support Center (AFCSC)	retire to ESC Special Intelligence Central Repository when obsolete Destroy 10 years after retirement

TABLE 56-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
2			at all other activities	destroy when no longer needed
3	engineering technical and analysis records	data reflecting TEMPEST engineering guidance on equipment/system when a formal test is not required	at AFCSC	destroy when equipment is no longer in AF inventory or when no longer needed for TEMPEST purposes, whichever is sooner
4			at all other activities	destroy when no longer needed
5	testing project records	folders containing pretest site surveys, pretest coordination letters, test plans, and supplemental test data	at AFCSC and TEMPEST testing organizations	hold until 3 years after final test report has been published Folders are destroyed on a monthly basis
6	test reports	reports containing data reflecting on the final results of a TEMPEST test, prepared by civil agencies under contract, Federal agencies, other military services, and AFCSC	at AFCSC TEMPEST Technical Reference Library	destroy hard copy when suitable microform copy has been prepared, hold as permanent microform copy in AFCSC TEMPEST Technical Reference Library (see note)
7			at all other AF activities	destroy when equipment is no longer installed or has been retested
8	analysts aids	program magnetic tapes, photographs, discs, visicorder displays, and other data and records reflecting analysis procedures	at AFCSC and TEMPEST testing organizations	destroy when no longer needed.
9	evaluation of TEMPEST testing equipment, techniques	case files by project number or subject	at TEMPEST testing organizations	hold 3 years after final test report has been published, then destroy on a monthly basis
10	RED/BLACK inspections	correspondence and records pertaining to NACSIM 5203 inspections		destroy 1 year after all discrepancies have been corrected
11	TEMPEST education	records, slides, movie films, pamphlets, and other related educational material		destroy when obsolete.
12	TEMPEST reports	reports prepared and submitted		destroy 1 year after submission of next report

NOTE ESC has been designated the office of record for records of longtime retention value Records appraised as permanent will be offered to National Archives when sensitivity and classification no longer prevent their use for purposes of historical and other research

57. Operational Requirements. These tables cover records relative to computing requirements for unit equipping, and for materiel support of operational or projected force structure, establishment of qualitative operational requirements for new equipment, modernization and replacement of equipment, including aircraft, target drones, missiles, and sets of missile squadron equipment.

TABLE 57-1

OPERATIONAL REQUIREMENTS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	programming	USAF programming documents, revision, deletion notices	at programming offices in support of budget (operating) program	destroy 3 years after close of the FY covered by the buying program

TABLE 57-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
2	requirements computation	ADP system requirements computation printout, factor printout, consolidated assets and requirements application number past program, item past program, application number future program, item future program, Central Secondary Item Stratification (CSIS) detail, Central Secondary Item Stratification summaries		destroy after 2 years (8 quarterly cycles)
3		worksheets, buy notice, buy/budget projection, transfer of prime, excess notice, management summaries, zero demand listing, item code change notice		destroy 2 years after close of the FY covered by the buying program
4		format 50, item management data file, format 400 series Requirements Inventory Analysis Report printouts (assets/usage data), index of actions, format 300 series		
5		executive management summary reports		destroy after 2 years
6		reclamation items list, index of actions, and contingency retention item listings		destroy after 6 months
7		reject error lists (format 50/format 100 changes), additive requirements reject list		
8		special coded items, management control notice, data level notice, long supply offered to ISSP		
9		quality control worksheets, application of assets to wartime requirements, and impacting requirements/usage/on orders	maintained by all requirement computation monitors	destroy after 1 year
10		identity cross reference, part number cross reference, application number past actual program data for review, application number future program data for review, file maintenance worksheet, system item data for review, system application data, zero repairable generation reports and wartime management data		destroy on receipt of new products
11		file maintenance and exception listings, interrogation reply, interrogation by application		
12	item history file	recoverable type items (expendable repairable and expendable items valued at $100 or more repairable at organizational and intermediate levels)		destroy 2 years after item is phased out of Military Assistance Program and AF inventory (send item folder to appropriate item manager when item is moved to a higher or lower category, or a new item manager (see note).
13		nonrecoverable type items (economic order quantity (EOQ) expendable nonrepairable and expendable valued at less than $100 repairable at organizational and intermediate level)		

TABLE 57-1. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
14		worksheets suspense and control records and reports	at coordinating, operational, and supporting activities	destroy when no longer needed

NOTE Destroy other record series relating to the item history file according to other appropriate tables and rules in this regulation
EXAMPLES Due in requirement report (table 67-2) and transaction register (table 67-9)

TABLE 57-2

SYSTEMS AND EQUIPMENT MODIFICATION PROPOSAL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	class I, III, and IV modifications	modification proposals and contractors engineering change proposals concerning procedures to repair, maintain, or modernize AF items of equipment adopted for AF/MAP use		file as background material to the directive; if it results in revised directive, dispose of per table 5-1
2			at MAJCOMs	destroy 6 months after issuance of the implementing Time Compliance Technical Order (TCTO)
3			recommended for AF adoption, but not adopted	destroy after 2 years
4			rejected by the AF	destroy after 6 months
5			information or reference copies	destroy when no longer needed
6			suspense copies	destroy under rules 1, 2, 3, or 4, as applicable, after final decision has been made
7	class II modifications	justification and descriptions, drawings, sketches, blueprints, stress analysis, list of materials, parts and components, defined power requirements, such as pneudraulics, electrical, subsystem compatibility, power load analysis, etc., instructions pertaining to operation, inspection, maintenance, and servicing		when the modification is removed from the aerospace vehicle or equipment, remove the modification record file from the jacket file and destroy after 2 years; destroy other copies on completion of project
8	class V modifications	approved modification requirement records, amendments and revisions thereto, cost and feasibility data, and related correspondence		when modification is complete, hold for 1 year, destroy after 3 additional years
9	contractor proposals		withdrawn by the contractor	destroy after 2 years

TABLE 57-3

INDIVIDUAL MODIFICATION RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	class V modification authorization files	master copy of modification requirements, amendments, revisions, and/or cancellation notices	at HQ USAF OPR	hold in active file for 1 year after completion of the last unit of the program, retire as permanent

TABLE 57-3. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
2	modification case files	historical background data, cost and schedules studies, management plans, modification evaluation documents, message and correspondence, ROCs, SEAORs, RADs, relating to the modification	at the modification project office during the life of the modification (from original proposal until the last unit is completed)	
2.1		reference copies of Rule 1	at intermediate monitoring offices	destroy when modification is converted into a technical order, or when no longer needed, whichever is sooner
3	list of modifications	master copies prepared for publication by HQ USAF		hold in active files for 2 years, retire as permanent
4		other copies	held by recipients	destroy when superseded by later issue
5	modification studies for cost, schedules, feasibility, management, integration, testing or implementation of a modification	master copies, with changes or amendments		hold for 3 years after completion of the last unit, retire as permanent
6		other copies	held by recipients	hold and/or destroy as dictated by the file of which they are a part
7	class 1B modification distribution authority	requests for retention of recommendations and approval authorization	at HQ USAF project office or intermediate offices	hold in active file as long as the modification is retained in the unit modified, hold for 1 year, retire as permanent

60. Flying. These tables cover records pertaining to regulations for air traffic control, basic clearance and general flight regulations, flight clearance, military aircraft identification and security control, operational flight restrictions at bases, pilot and flight crew information file, instrument certification, flying proficiency, ratings, logging of flying time. investigation of flight violations; and use of parachutes.

TABLE 60-1

AIR TRAFFIC CONTROL (ATC) RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	operational data	operations and position logs, daily report of controllers, approach control arrival/departure strips and other ATC information recorded as outlined in AFR 60-5		destroy (or erase) after 3 months (see rules 15, 16, 17 and note).
2		tape, wire or disc recordings		hold for 15 days per AFR 60-5 (see rules 15, 16, 17 and note)
3		note pads and flight progress strips for recording weather information		destroy after 3 months (EXCEPTION· destroy when information is entered in operations log or is received by telautograph, teletype or other weather dissemination system)
4	administration	letters of agreement and operations letters	at preparing activities	destroy 1 year after superseded or rescinded
5			at monitoring or reviewing activities	destroy when superseded or rescinded

TABLE 60-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
5.1		facility memoranda	at preparing or monitoring activities	destroy 6 months after superseded or rescinded, or when no longer needed, whichever is sooner
6	ATC analysis program	unit reports and related correspondence	at other than HQ USAF and HQ AFCC	destroy on receipt of succeeding report, or when reported action items are completed, whichever is later
7			at HQ USAF and HQ AFCC	destroy after 3 years or when no longer needed, whichever is sooner
8		(RESERVED)		
9		(RESERVED)		
10		analysis summary reports		destroy after 2 years or when no longer needed, whichever is sooner
10.1		analysis checklists		destroy when related report is prepared
11	ATC operations and aircraft/aircrew status reports	monthly aircraft/aircrew operational status reports containing data on aircraft status and utilization by type, mission, and flying hours expended, data on aircrew authorized/assigned and qualifications; and similar information	at HQ AFCC	destroy after 3 years
12		ATC operations reports containing traffic count data and daily aircraft status	at HQ AFCC	destroy after 1 year or when no longer needed, whichever is sooner
12.1		reports in rules 11 and 12	at all other activities	
13		ATC quarterly summary report	at MAJCOMs and below	destroy after 4 years
14			at HQ USAF	destroy after 3 years
*15	data that relates to hazardous air traffic reports (see also tables 127-1, 127-2)		at unit level	destroy after 6 months.
*16			at numbered Air Force/Division level	destroy after 3 years
17			at HQ AFCC	destroy after 5 years
18 thru 23	(RESERVED)			
24	minutes of meetings	minutes of ATC board meetings and related correspondence, which are a special collection maintained in addition to, but not duplicative of the board/committee case files in tables 25-3		destroy after 2 years
25	operational evaluations	individual reports and related papers, NOTAM systems, Pilot to Forecaster Service flight evaluations, Air Traffic Service facility monitor reports, mission records, and other pertinent data		destroy after 1 year
26		(RESERVED)		
27		evaluation worksheet		destroy after related report is prepared
28		tape recordings		destroy data after 3 months or when no longer needed, whichever is sooner

*NOTE
AFCC area/independent region may extend this retention time for overseas units to a maximum of 30 days where normal mail delays preclude the proper processing of OHR and incident reports

TABLE 60-2

CIVIL AVIATION AND MILITARY FLIGHT PLAN RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
*1	International Civil Aviation Organization (ICAO) and Interagency Group on International Aviation (IGIA) records and related papers	records of national policy on subjects introduced as the US position in the ICAO, agenda of meetings, status reports, lists of international agreements, indexes of publications, standards and recommended practices for civil aviation operations, and special project files	at HQ USAF/XOXXI	retire as permanent (see note 3)
*2		extra or reference copies or records requiring no action or comments		destroy after 6 months
3	flight plans	documents required for all flights in AF aircraft, such as military and international flight plans with required attachments, weather briefings; pilot flight plan and log, or command-approved substitute, with any plan changes, related correspondence; and, as appropriate, copies of FAA flight plans, ICAO flight plans (Flip Planning III), or USAFE flight plan, and Weight and Balance Clearance Form F (see note 1)		destroy when no longer needed or after 1 month, whichever is sooner (see note 2)
4			related to aircraft involved in an accident	destroy 1 year after accident investigation is completed

NOTES

1 See table 66-5 for disposition of weight and balance data.

2. At Lajes Field, Azores, destroy the DD Form 1801, DOD International Flight Plan, after 3 months.

*3 Offer to National Archives in 5-year blocks when latest record is 25 years old

TABLE 60-3

FLIGHT OPERATIONS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	terminal instrument procedures (TERPs)	records of approach and departure procedures, including charts, maps, sketches, photographs, drawings, and related data, established by commanders having jurisdiction over airports	at Defense Mapping Agency Aerospace Center	see table 96-3
2			at all other activities	destroy 3 months after rescinded or superseded
3	(RESERVED)			
4	changes to aircrew standardization manual	forms and correspondence recommending changes to the manual, command supplements, and routine changes to TOs included in the flight manual program	in OPR record set	see table 5-1.
5			approved changes at initiating activities	destroy after inclusion in published directives
6			disapproved changes at initiating activities	destroy 1 year after notification of disapproval.
6.1			approved/disapproved changes at monitoring activities	destroy after 1 year
7 thru 9.1	notices to airmen (NOTAMs)			see table 55-12

TABLE 60-3. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
10	aircraft arrivals and departures	flight logs (in/out bound) master clock error and rate records, and similar forms relating to transient or local aircraft flights	used to provide identification of aircraft by tail numbers and type, base last departed, destination, actual time of arrival/departure, fuel reserve, and similar data	destroy after 1 year
11		airbase runway traffic reports of landings and takeoffs		destroy after 2 years
12	airborne launch control system	status and flight logs used to record significant events occurring during alert tours or flights		destroy after 1 year or when no longer needed, whichever is sooner
13 thru 16	(RESERVED)			
17	commander's operational reporting system BEELINE reports	records of telephone conversations, messages, letter reports, and supporting data		destroy after 1 year
18	(RESERVED)			
19	electronic warfare systems	mission logs that support management requirements		destroy 30 days after end of FY in which mission was performed
20		mission logs that do not support management requirements		destroy 30 days after training period in which accomplished
20.1		mission logs that record mission performance		destroy 10 days after month in which accomplished
20.2		training accomplishment/reliability summaries and analysis records used to support management requirements		destroy 6 months after completion of training period.
21	aerial gunnery activity	forms that record gunnery training, including accomplishments, also support management requirements		destroy 12 months after training period in which accomplished
21.1		forms that score/record T-1 trainer mission performance and support management requirements		destroy 90 days after training period in which accomplished or when no longer needed to support management requirements, whichever is later
21.2		mission planning/activity reports and flight evaluators' scoring records that record training and support management requirements		destroy 30 days after month in which accomplished or when no longer needed, whichever is sooner
22	operational support airlift	letters, messages, reports, or mission folders reflecting requested, nonsupported and supported airlift requirements, and messages and letters exchanged between units and commanders to report status, progress, and history of missions	at MAJCOMs/SOAs, preparing and intermediate activities	destroy after 1 month or upon completion of analysis and incorporation into a statistical data base
23	(RESERVED)			
24	navigator's log	forms and comparable records used for maintenance of navigation proficiency		destroy after 90 days
25		a report of the navigation mission		
26		forms and comparable records required for investigative purposes to reconstruct flight		destroy with the investigative files to which they pertain

TABLE 60-3. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
27	navigation work forms	standardized forms of general use		destroy after data is entered on the navigator's log or when form is superseded by form containing updated calibrations.
28 thru 30	flight check reports			see table 55-10
31	radar target plates	base plate charts and radar prediction negatives, target plates and pertinent history forms, for combat sorties, radar bomb-scoring sites, or other areas as required		destroy when obsolete.
32	radar photo-scored bomb runs	reports used to list photo interpreter proficiency in scoring bomb impact points from radarscope photography		destroy after 90 days
33	flight authorizations	record copy of each authorization published, under AFR 60-1, with background material such as requests, amendment, etc., including justification when required on special authorizations		destroy 1 year after publication
34	unit standardization/evaluation	reports reflecting findings given flying units and those nonflying units directly involved in aircrew training	at evaluating or approving activities	destroy after 2 years.
35			at evaluated and monitoring activities	destroy 1 year after complete action has been taken
36			at activities other than rules 34 and 35	destroy when no longer needed.
37		informational background material collected during an evaluation		destroy on completion of analysis.
38	flight crew information file (FCIF)	correspondence and forms disseminating information to aircrew members	at flying units	destroy 6 months after superseded or rescinded
38.1	aircrew publications control	forms Publications Control Record on each aircrew member; Receipt for Standardization Publications	at units of assignment/ attachment	destroy when aircrew member is upgraded, transferred or separated, or when form is superseded, obsolete, worn out and replaced, or when no longer needed, whichever is applicable
38.2		Control Log		destroy when all entries are cleared
39	aircraft flight data	recordings of in-flight operating data removed from aircraft		destroy upon receipt of next completed tape (see note).

NOTES

a. NOTAMs that relate to aircraft accidents/incidents, operational hazards, and/or alleged violations will be destroyed after 6 months, or upo completion of investigation See also tables 127-2 and 127-4

b For retention requirements on data that relates to aircraft accidents/incidents, operational hazards, and/or alleged violations, see also tabl 60-1, rules 15, 16, 17, and tables 127-2 and 127-4

TABLE 60-4

MISSILE SYSTEM RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	readiness checks	check lists and related logs		destroy after 1 year or when missile is removed from inventory, whichever is sooner

TABLE 60-4. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
2	service records	control logs for readiness checks, maintenance, and similar data		destroy after firing or final disposal of related missile
3	ICBM code/targeting system	Unit Master Records (UMR), Verify Word/CMSC/ Launch Switch Key Verification; Command Data Buffer (CDB) targeting materials, and SAC forms code component hand receipt, and ALCS code material receipt		destroy when superseded or no longer needed
3.1		form records not covered in rule 3		destroy 6 months after monthly cutoff
3.2		SAC form records certification/decertification and code handler training		destroy 1 year after individual has been decertified
4	missile alert duty orders	original copies of alert requirements		destroy after 6 months
5		duplicate copies of alert requirements		destroy on completion of duty tour
6	missile crew log	completed crew log		destroy after 1 year or when no longer needed, whichever is later

TABLE 60-5

INDIVIDUAL FLIGHT AND AIRCREW EVALUATION RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	Flight Evaluation Folders (FEFs)	current flying qualifications of individuals, include AF Form 942, Record of Evaluation; AF Form 8, Certificate of Aircrew Qualification, and related attachments, and flight instrument evaluations for pilots		on separation from service, release to individual concerned
2				on intercommand transfer, release MAJCOM attachments and Flight Evaluation Folders to individuals concerned or maintain as directed by MAJCOM
3				on intercommand transfer, forward all records other than rule 2 to individual's next duty assignment
4				on individual reported as deceased, forward for inclusion in individual's personal effects, AFR 143-6 governs disposition of personal effects
5				on individual reported as missing in action, captured or interred, forward to AFISC/ ADF
6				on individual excused from flying duties, rules 1 through 5, as applicable
7				on individuals disqualified from flying duties, release to individual after 3 years
8		flight management computer products		destroy when no longer needed
9		flying pay control records		destroy after 1 year
10	flight data records	AFTO Forms 781 series, which are source documents reporting aircraft flight data		destroy 1 year after monthly cutoff
11		microform reflecting detail cards and detail correction cards received during each 6-month period		destroy after 40 years
12		punched cards and related worksheets which report flying accomplishments		destroy after 3 months

TABLE 60-5. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
13	certificates of aircrew qualification	AF Forms 8 that relate to individuals not in a disqualified or excused status		destroy all except 2 most recent years (see note)
14		AF Forms 8 that relate to disqualified or excused individuals		
15	approval of contractor operating procedures and flight crews	contractor crew member flight and crew member qualification record, and related records		destroy when no longer needed
16	reports of pilots	reports, with supporting data		destroy after 1 year
17		punched cards and related worksheets		destroy after 3 months or when no longer needed, whichever is sooner

NOTE See table 51-1, rule 6 for disposition of copies used in flying training

64. Search and Rescue. These tables cover records pertaining to the operations of aircraft and marine equipment used in search and rescue operations, including survival training, aircraft emergency procedures over water, and survival use of parachutes.

TABLE 64-1

*SEARCH AND RESCUE (SAR) MISSION RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*1	closed or suspended missions	narrative reports and message reports of opening, supplemental, reopening, and closed or suspended missions, with related correspondence, pertaining to combat and noncombat area missions	at Rescue Coordination Center (RCC) for combat area missions	retain pending approval of disposition authority (see note).
*1.1			at RCC for closed noncombat area missions other than rule 1 3	destroy 7 years after mission is closed (see note).
*1.2			at RCC for suspended noncombat area missions other than rule 1 3	hold in office for 7 years after mission is suspended, then destroy (see note)
*1.3			at RCC for noncombat missions of other than routine nature, such as those of national interest or wide media coverage which may have historical impact	retain pending approval of disposition authority
*2			at operating units for closed missions	destroy 2 years after mission is closed (see note)
*3			at operating units for suspended missions	destroy 7 years after mission is suspended (see note)
*3.1			at other units	destroy after 1 year
*4	monthly mission summary reports	form reports and related records other than those in rule 4 1		destroy after 5 years (see note).
*4.1		form reports and related records in combat areas		retain pending approval of disposition authority
5		form reports involving AF aircraft accidents		see table 127-2.
*6	operations logs	log books of all mission activities except rule 6 1	at RCC and operating units	retain pending approval of disposition authority
*6.1		log books of mission activities in combat areas		retain pending approval of disposition authority (see note)

TABLE 64-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*7	incident forms	incident forms pertaining to search and rescue and emergency locator transmitters not included in rules 1 - 3 1		destroy after 1 year

*NOTE On inactivation or relocation of a unit, transfer all records to the unit that assumes responsibility for the area in which incidents occurred, destroy or retire the transferred records when specified retention periods have elapsed

TABLE 64-2

EVACUATION PLANS OF AIRCRAFT IN SEVERE WEATHER

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	plans for evacuation of aircraft in severe weather	Air Force Service Hurricane Evacuation Plan (23d AF OPLAN 9507)	at HQ 23d Air Force	Permanent. Cut off when superseded or obsolete. Offer to National Archives when 15 years old in 10-year blocks
2			at other than HQ 23d Air Force	destroy 3 years after superseded or rescinded
3		Air Force base severe weather evacuation plan with form records of aircraft severe weather evacuation information, aircraft refuge facility data, hurricane and/or severe weather assignment, severe weather evacuation record, and related correspondence	subordinate command and below	destroy when superseded or rescinded.
4	annual tests of base surface evacuation plans	narrative reports and related papers	at base preparing plan	destroy after 1 year

TABLE 64-3

AIRCREW PERSONAL AUTHENTICATION

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	Personal Authenticator Card	card form for aircrew members/individuals who may be subject to action in or over hostile territory	at operating units	destroy on reaccomplishment of a new form, on termination of or separation from military service, or when individual is no longer subject to action in or over hostile territory
2		card form for individuals who are missing or captured, maintained until fate of casualty is determined		see table 30-3

TABLE 64-4

SEARCH AND RESCUE (SAR) AGREEMENTS AND SUPPORT RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	agreements	formal agreements with any modifications and related records concerning search and rescue operations involving foreign, federal, state, local and private agencies (see note)	at federal SAR coordinator	destroy 1 year after agreement is terminated or obsolete
2	SAR support control records	lists of agencies involved in SAR operations and the location of their SAR facilities		destroy when superseded or obsolete

NOTE This rule applies to agreements made by SAR coordinator with foreign SAR authorities only on operational or technical matters

65. Maintenance—Engineering and Supply. These tables cover records on aerospace vehicle and equipment inventory, status, and utilization reporting, excess aircraft disposal under the Air Force Special Defense Property Disposal Account; and the assignment and use of standard reporting designators (SRDs) (code elements) for use in various automated management information systems to identify items of equipment in acquisition, maintenance and supply activities (except medical and Air Force Technical Applications Center managed equipment)

TABLE 65-1

AEROSPACE VEHICLE AND EQUIPMENT INVENTORY, STATUS, AND UTILIZATION REPORTING

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	assignment records	records related to the assignment of aerospace vehicles, trainers, and communications-electronics-meteorological (CEM) equipment	at AF Aerospace Vehicle Distribution Office (AVDO), HQ AFLC	destroy 10 years after the item is removed from inventory
2			at HQ USAF	destroy when no longer needed
3			at MAJCOMs and reporting units	destroy 3 years after termination of accountability
4	aerospace vehicle inventory, status, and utilization reporting	computer printouts and missile status worksheets used in the generation or transmission of reports		destroy after 90 days
5	aerospace vehicle inventory records	master AF inventory	at HQ AFLC	destroy after 5 years
6		command and base inventories		destroy after 1 year or when no longer needed, whichever is later
7		delivery receipts and shipping documents		destroy when the change is shown in the inventory
8		accountability termination records	at reporting units	
9			at MAJCOMs	destroy when no longer needed
10			at HQ AFLC/AVDO	retire as permanent (see note)
11		reconciliation reports used to identify reporting discrepancies		destroy after 6 months
12	aerospace vehicle status	master status file (computer output)		destroy after 2 years or when no longer needed, whichever is sooner
13	aerospace vehicle utilization	history utilization file (computer output)	at MAJCOMs	destroy after 5 years
14			at reporting units	destroy after 2 years
15	CEM status and inventory reporting	CEM equipment status reports		destroy after 1 year
16		CEM equipment summary reports	at MAJCOMs	destroy after 3 years
17	aerospace vehicle movement reports	movement reports, PDM reports and forecasts		
18	trainer inventory, status, and utilization reporting	reports and messages	at HQ AFLC	
19			at HQ USAF	destroy when no longer needed
20			at all other locations	destroy after 1 year

NOTE Offer to the National Archives in 10-year blocks when latest record is 20 years old

TABLE 65-2

EXCESS AIRCRAFT DISPOSAL UNDER AF SPECIAL DEFENSE PROPERTY DISPOSAL ACCOUNT

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	excess/surplus complete aircraft	receipt and final disposal records, identified to aircraft mission, design, and series (MDS), and serial number, pertaining to the turn-in, monetary value, utilization, transfer, donation or release of aircraft for sales action with demilitarization status	at Military Aircraft Storage and Disposition Center	6 years after aircraft disposal, when on Air Force-generated aircraft, send to USAF Historical Research Center/HD (USAFHRC/HD), Maxwell AFB AL 36112, where they will be destroyed when no longer needed
2				6 years after aircraft disposal when on Army-Navy-Coast Guard-generated aircraft, refer to respective agency for disposition
3		supporting documents including GSA allocation directives and related correspondence, stock record cards, inventory adjustment vouchers, and control registers		destroy 6 years after aircraft disposal
4		management records including reports to GSA, transfer/work and hold harmless agreements		destroy after 1 year
5	excess/surplus aircraft parts removed for continued use	parts removal control and disposal records including reclamation listings of parts removed for utilization, monetary value, GSA allocation for transfer or donation, shipping/release documents, and all related correspondence		destroy 2 years after aircraft disposal
6	reports for inclusion in DOD disposal transactions	DD Forms 1143, Reports of Excess and Surplus Material at Disposal Activities, providing statistical summation of disposal transactions including receipt, utilization, transfer, donation and release for sale		destroy 3 years after preparation
7	AF aircraft conditional donation for display	final disposal records, identified to aircraft MDS and serial number, that include shipping, releasing for sale or abandonment action		send 1 year after aircraft disposal to USAFHRC/HD, where they will be destroyed 6 years after disposal or when no longer needed, whichever is later
8		donation agreements, signed receipts, review records, photos, and related correspondence, for identification and control of aircraft while in possession of authorized recipients		destroy 1 year after termination of the conditional donation

66. Equipment Maintenance. These tables cover record relating to materiel maintenance, including the retention of materiel in, or restoring it to, a serviceable condition; modifying or improving equipment in use or in storage to meet programmed operational requirements; and installation engineering and installation of fixed communications-electronics equipment and facilities. This series also includes the function of servicing, trouble-shooting, manufacturing, rebuilding, testing, and classifying the condition status of materiel.

TABLE 66-1

MAINTENANCE MANAGEMENT, DEFICIENCY RECORDS AND REPORTING

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	materiel and maintenance deficiency project records	action agency copies of notices of unsatisfactory conditions experienced, including those instances in which the equipment or materiel does not fully or effectively serve the purpose intended, in instances where a part, accessory or equipment cannot be properly maintained or operated, and where inaccuracies may appear in the supporting and related technical and engineering data, also includes records of action to remedy the deficiency, and replies to reporting activities		destroy after 1 year (EXCEPTION when corrective action results in the issuance or revision of a directive, see tables 5-1 or 8-1)
2	technical order improvement	unsatisfactory condition notices such as technical order improvement reports, and comparable records	approved or approval pending	destroy when no longer needed
3			disapproved or no action	destroy after 1 year or on inactivation of unit, whichever is sooner
4			copies relating to a suggestion	maintain with related suggestion (see table 900-2)
4.1	technical order improvement and deficiency reporting logs		completed with all entries	destroy after 1 year or on inactivation of unit, whichever is sooner
4.2	materiel deficiency reporting and investigating	unsatisfactory condition reports, teardown deficiency reports, CAT I, CAT II and command deficiency reports (CDR) (CAT III) and comparable data		destroy 1 year after corrective action completed
4.3		copies of records in rules 1 through 4 2		destroy when no longer needed
4.4	materiel improvement project (MIP) files	copies of records in rules 1 to 4 3 and evaluation data	completed with all required actions	
4.5	semiannual closed materiel improvement project summary listing	microfiche of materiel improvement project actions		destroy after 5 years or when no longer needed, whichever is later
5	deficiency reporting ADP records in support of the Products Improvement Program	detail cards, brown line listings, and similar reporting records submitted by reporting activity for consolidation	at HQ AFLC and/or subordinate commands	destroy after 3 months
6		consolidated reports and summaries		destroy after 1 year or on completion of product improvement action, whichever is sooner
7		master tapes		update as changes occur
8		add/delete change cards used to update master tapes		destroy after verification of computer processing
9	maintenance management systems programs/projects	case files reflecting operation and maintenance of weapon systems, subsystems, flight simulators, aerospace ground equipment, and associated equipment and facilities	at MAJCOMs and major subordinate commands	destroy after termination or completion of system, subsystem or project
10		maintenance checklists, individual methods of approach or similar records related thereto		destroy when superseded, obsolete or no longer needed
11	maintenance procedures	maintenance management letters and messages prescribing procedures, policies, methods and responsibilities	developed at MAJCOMs and major subordinate commands	destroy 2 years after superseded, obsolete or rescinded (When action results in issuance or revision of a directive see tables 5-1 and 8-1)
12			copies other than above	destroy when superseded, obsolete or no longer needed

TABLE 66-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*13	maintenance management reports	maintenance actions not covered elsewhere		destroy when superseded or no longer needed
*14	Radiac Equipment Maintenance Records	pertinent inspection data	maintained with equipment	destroy 2 years after date of last entry provided all inspection data has been cleared
*15	information-systems maintenance instructions (ISMI)	record set of each publication, which includes a printed copy of each edited manuscript, printed copy of each form prescribed, record showing signature of approving authority, record showing latest annual review by approving authority, and related background material such as records relating to developing, coordinating and issuing each publication		destroy not later than 2 years after superseded, obsolete or rescinded

TABLE 66-2

DEPOT MAINTENANCE RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	depot maintenance projects	programmed and nonprogrammed project directives and correspondence filed therewith, labor and material standards, material availability records, and related records, used to establish maintenance projects, to plan and schedule workloads for forecasting productions to be accomplished during established period, to determine that adequate shop facilities, manpower, test equipment, technical data, and tools are available to accomplish workload, to synchronize movement of materials and repairable assets with production capacity	at AF depots	destroy 6 months after project completed
1.1			at MAJCOMs and below	destroy 2 years after project completed (see note 1)
2	depot maintenance and inspection records	records pertaining to the major overhaul of aircraft, missiles, propulsion, guidance, or other end item system equipment	at air logistics centers (ALCs)	destroy 6 months after receipt of notification of acceptance or 6 months after turn in of equipment to supply (see note 2)
3	armament, photographic, and special weapon systems and equipment maintenance and communications-electronics equipment maintenance	letters, messages, one-time surveys and reports and related records pertaining to the servicing, inspection, calibration, repair, modification, and utilization of such equipment	not at Quality Control Branch, AF Cryptologic Support Center, Electronic Security Command	destroy after 2 years
3.1			at Quality Control Branch, AF Cryptologic Support Center	destroy on withdrawal of equipment from Electronic Security Command inventories
4	training devices	reports pertaining to maintenance of training devices, including flight and usage reports, inspection records, etc	at MAJCOMs and major subordinate commands	destroy after evaluation completed.
5	property accounting	records relating to repair shop supply, including stock record cards, property turn-in slips, issue slips, or equivalent forms which are either part of accountable officer's stock record account or subsidiary thereto		destroy after 2 years (EXCEPTION for records subject to audit, see table 175-2)

TABLE 66-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
6	precision measurement equipment	mechanized card system records, and other related or comparable forms used for recording results of precision measuring equipment inspections and calibration operations, and for establishing reinspection and recalibration schedules		destroy 3 months after entry
7	production and control number cards	permanent and temporary control-number cards, cross-reference cards, and similar records used to provide a method of continuity, and to assure that specific commodities can be identified to the programmed and nonprogrammed category		destroy when superseded or obsolete
8	engineering drawings and related records			see table 67-15
9	base-level contracted-maintenance	purchase requests, work specifications, contracts, control registers, ledgers, inspection reports, orders for supplies or services, and related or comparable records maintained in the performance of modification, modernization, rebuilding, overhaul, repair, or servicing of material and/or equipment by commercial organizations under contract to the AF	at contract maintenance offices	destroy 1 year after close of FY in which designated maintenance is completed or accepted
10			at base procurement offices	see table 70-1.
11	clean room environment	environmental comparison data and environmental tally used for historical purposes		destroy after 2 years
12	management of items subject to repair (MISTR)	worksheets, summaries, status reports, evaluations, forecast data, shortage lists, and related listings to control and report items subject to repair	at ALCs	destroy when no longer needed or 1 year after last entry, whichever is sooner
13	AF Logistics Command (AFLC) tool/equipment control and accountability program	reports or other records relating to investigation of loss/recovery of tools/equipment covered under AFLCR 66-69	on tools/equipment not found in foreign object damage (FOD) critical areas	destroy 2 years after annual cutoff or when no longer needed whichever is later, but not to exceed 6 years
13.1			on tools/equipment not found in low/non FOD critical areas	destroy 1 year after annual cutoff or when no longer needed, whichever is later, but not to exceed 6 years
14			on tools/equipment recovered	destroy when no longer needed

NOTES

1 Repair requirements reports in rule 1 1 retained by reporting activities which are not needed to support maintenance projects may be destroy after 1 year

2 Destroy engine overhaul records after 5 years, or when no longer needed for analysis or research, whichever is sooner

TABLE 66-3

*EQUIPMENT MAINTENANCE HISTORICAL RECORDS (See note 2)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	materiel/equipment individual historical files	historical records for aircraft, air launched/ground launched missiles, engines, propellers, bombsights, parachutes, aerospace ground equipment, training equipment, CEM equipment, precision measurement equipment, real property installed equipment, and similar items, maintained per TO 00-20-1	for items transferred, donated, or sold	send with related items, destroy retained copies after 3 months

TABLE 66-3. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
2			made part of surplus property account	send with related item to appropriate Defense Property Disposal Office for disposition
3			for equipment destroyed, abandoned, reclaimed, salvaged, lost or missing	destroy three months after abandonment of search or physical disposition.
*4			for expended air launched missiles	
*5			for ground launched missiles expended or destroyed (not related to AFR 110-14), and reentry vehicle	send and dispose of the same as table 66-8, rule 33
*6			used to record significant historical data for special applications as prescribed in AFR 66-1, MAJCOM or chief of maintenance	destroy when no longer needed or as directed by MAJCOM or the chief of maintenance, or when the equipment is transferred, apply rule 1
*7			used to record time compliance technical orders, and all entries have been transferred to mechanized reports	destroy after verification of all entries on the mechanized reports
*8			used to record installation time used, condition, removal and return for rehabilitation of video head	destroy 6 months after video head is returned for rehabilitation
*9			used to record installation time used, condition, removal and storage of image tubes	destroy 1 year after image tubes are retired
*10		historical records for specific inertial navigation units maintained per TO 00-20-10-10	used to record significant historical data during organizational, intermediate, and depot level maintenance	send to Technology Repair Center (TRC) with the related hardware per TO 00-20-10-10.
*11			records at TRC containing information on maintenance actions which occurred prior to and including the previous cycle to the TRC	destroy after processing all pertinent information into data base or when related equipment is permanently removed from inventory
*12			records at TRC containing field and/or TRC data of the current cycle	send with related hardware, as part of historical record, after entry into data base
*13		repair analysis report	at originating TRC	destroy after data is entered in data base or when no longer needed, whichever is sooner
*14			at other activities	destroy when no longer needed
*15		manual data forms maintained with equipment in current use, filled-in and last entries have been carried forward to new forms		hold as part of equipment historical file, or destroy after 3 months if they do not contain history information
*16		automated data forms maintained with equipment in current use	prepared by bases operating an automated maintenance management system, for which data is stored in computer memory	hold the last 7 reports, when 8th report is received, destroy earliest one

TABLE 66-3. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*17			those sets of forms containing only maintenance actions or information where sufficient data is stored in the computer	
*18			those sets of forms containing only airframe utilization information where sufficient data is stored in the computer	hold last 5 reports, when 6th report is received, destroy earliest one
*19		aircraft/missile condition report	initiated when equipment is forwarded to depot for programmed depot maintenance (PDM)	destroy after return from PDM and information is transcribed to appropriate records
*20		radiographs, photographs, and other recordings methods with reports of findings	considered significant, i e , surveillance of airframe structural components for fatigue in stress after repairs, and maintained by equipment serial number in the individual historical file	send with equipment when transferred, or destroy when equipment is dropped from AF inventory (see note 1)
*21			considered routine	destroy after 6 months (see note 1)
*22		worksheets used in compliance with functional check flight (FCF) as required in 00-20 series TOs TO 1-1-300, and applicable weapon system inspection handbooks	maintained as completed FCF worksheets for the last phase/periodic inspection	destroy after 3 months or when replaced by next FCF worksheet, whichever is later
*23		high power electron tube records, i e , electron tube field life record and electron tube performance and status report	for installed electron tubes, which have failed and have been declared unserviceable	send copies in accordance with TO 00-20-8, destroy held copies after 3 months
*24			used to provide current status of tubes each quarter	destroy when replaced by next quarterly report or machine listing
*25		deferred discrepancy records for Intercontinental Ballistic Missiles, maintained in TO 00-20-6	for assigned launch facilities, complexes or launch control facilities	destroy when deferred discrepancy is corrected or site deactivated, whichever is sooner
*26	materiel/equipment individual historical files	TRACALS equipment status file comprised of data forms which portray daily history of the facility/site, including ground check certifications, flight inspection reports, graphs, NAVAIDS ground recordings and certification forms, system performance ratings, and any other significant data pertinent to TRACALS equipment and not included in rules 1 through 5	at the facility/site	destroy after 1 year or when no longer needed, whichever is sooner
*27		flight inspection reports for TRACALS equipment maintained for the last special/periodic inspection		hold as part of equipment historical file, destroy when replaced by next special/periodic inspection report
*28	office appliance maintenance	historical maintenance record for each individual office equipment		destroy when equipment is dropped from AF inventory
*29	medical equipment maintenance			see table 167-1, rules 34 through 39
*30	ground weapons historical data	inspection, maintenance, and firing data on ground hand and shoulder weapons	for weapons transferred, donated or sold per applicable AF directive	send with related weapon, destroy held copies after 3 months

TABLE 66-3. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*31			made part of surplus property account	forward with related item to Defense Property Disposal Office for disposition
*32			for weapons otherwise dropped from property account, i e, destroyed, abandoned, reclaimed, salvaged, lost or missing	destroy 3 months after abandonment of search or physical disposition
*33		recurring inspection reports for weapons stored or used by an organization		destroy when superseded
*34	launch site historical data	records reflecting variances and adjustments to be considered when aligning the weapons system in silo to assure combat readiness configuration		destroy on deactivation of launch site facility or when replaced by a new series missile

NOTES
1 Turn in film eligible for disposal to the Defense Property Disposal Office on a quarterly basis for recovery of silver content
2 Rules were renumbered due to Records Information Management System computer program requirements

TABLE 66-4

ANALYSIS AND EVALUATION RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	actuarial analysis	correspondence, teletypes, general purpose data sheets, aerospace engine life data, engine failure rate graphs and computations, official engine failure rate table, and similar records		destroy when engine is dropped from inventory
2	oil analysis program	used oil analysis request for ground equipment and aircraft		destroy 3 months after transcribing and statistical processing
3		oil analysis record for use in visible file		see table 66-3, rules 1 through 3 2 1
4		spectrographic analysis worksheets		destroy when no longer needed
5	maintenance and corrosion evaluation program projects	summary reports of evaluation results, such as project directive change notices by the monitoring agency, acknowledgement records, interim, special, and final reports (including backup data) by evaluating offices, and project notifications by the monitoring agency	copies at project office	destroy 10 years after acceptance and/or rejection of project
6			copies at other than project offices	destroy when no longer needed
7	production count	cards that accumulate production credit and standard cost data to provide information for maintenance engineering cost accounting system		destroy when superseded or obsolete
8		source material		destroy 3 months after preparation of detail cards
9	maintenance production and utilization reports	summary reports formulated from production count cards, used to evaluate, analyze, and provide maintenance information	daily reports	destroy on receipt of monthly summary
10			reports other than rule 9 above	destroy 1 year after as of date
11	maintenance analysis	summary reports from maintenance data systems used to evaluate, analyze, and provide maintenance information	daily reports	destroy after 90 days or on receipt of monthly summary

TABLE 66-4. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
12			reports other than rule 11 above	destroy when no longer needed, or after 2 years, whichever is sooner.
13		briefings and studies		
14		charts and graphs portraying maintenance trends		
15		maintenance analysis referrals		destroy after completion of next activity inspection or 1 year after corrective action completed
16	laboratory environment	chart recordings of laboratory temperature and humidity, used for historical purposes and Precision Measurement Equipment Laboratory (PMEL) evaluations		destroy when no longer needed
17	reports of measurement	records of calibration and correction charts for AF base reference standards, used in calibration of precision measuring equipment		destroy when superseded or no longer needed, whichever is sooner
18	interim calibration procedures	calibration data not yet published in technical orders, used as a guide for calibration		destroy when published in a technical order
19	waiver of calibration requirements	requests for limited/special calibration (precision measurement equipment (PME)		destroy when superseded or no longer needed, whichever is sooner
20		measurement restriction log record of all imposed measurement restrictions due to environment		destroy after 1 year
21	precision measuring equipment scheduling and maintenance data collection	mechanized card system records and other related, comparable forms, used for recording results of precision measuring equipment inspections and calibration operations and for establishing reinspection and recalibration schedules		destroy 3 months after entry or when no longer needed, whichever is sooner
22	controlled multiple address letters	general information letters from Aerospace Guidance Metrology Center (AGMC), used to notify PMEL personnel of new developments, procedures or methods in PMEL operations		destroy when no longer needed
23	command certification list	listings of precision measuring equipment requiring off-base support, used to authorize off-base support of precision measuring equipment and establish recalibration requirements		destroy when superseded.
24	radiation reports	radioactive material permits, requests for renewal of permit, support data and test results	used to support requirements for radioactive material permits and support data	destroy 1 year after expiration of permit.
25			used to record results of radioactive swipe tests	destroy when new form is received or when the associated radiac equipment is deleted from PMEL schedules

TABLE 66-5

AIRCRAFT MAINTENANCE

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	aircraft, missile delivery	records used to facilitate delivery of aircraft/missiles and to furnish a record of receipt of selected equipment, and forms transferred with the aircraft/missiles		destroy after 1 year

TABLE 66-5. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
2	aircraft reports	damaged aircraft and engine disassembly reports	at MAJCOMs and major subordinate commands	
3		flight reports		destroy after 6 months
4	aircraft inventory	equipment lists, shortage lists and similar records		destroy 3 months after salvage or other final disposal of related aircraft
5	weight and balance data	handbooks of weight and balance data (TO 1-1B-40); Record of Weight and Balance Personnel; Chart C—Basic Weight and Balance Record		destroy after loss or inventory of aircraft
6		Chart A—Basic Weight Check List, Airplane Weighing Record, -5 Technical Order		destroy when superseded or after loss or inventory of aircraft.
7		Weight and Balance Clearance Form F prepared for each mission		destroy on completion of mission
8		Weight and Balance Clearance Form F (canned Form F)		destroy when superseded
9		Weight and Balance Clearance Form F related to aircraft involved in an accident		destroy 1 year after completion of accident investigation

TABLE 66-6

MAINTENANCE INSPECTION

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	(RESERVED)			
2	quality control inspection/evaluation records	personnel evaluations, technical, special, and activity inspections conducted by quality control activities		destroy 1 year after completed action or, when applicable, per appropriate rule in table 66-8 for equipment records, or destroy on receipt of next personnel evaluation or equivalent inspection report if not needed for analysis, investigation or follow-up
2.1		maintenance evaluation records which record evaluations performed on maintenance personnel	at quality control offices	destroy 1 year after action is completed or give to individual upon reassignment or separation, whichever is sooner
3			used for suspense control or to record inspection of inspection workcards or work unit code manuals	destroy when all entries have been filled in and form replaced by new inspection record
4		equipment discrepancy summary records summarizing discrepancies by category		destroy when no longer needed or after 1 year, whichever is sooner
5		quality control checksheets used in conducting quality control inspections		destroy when no longer needed, or replaced by new checksheet
6	nondestructive inspection data	nondestructive inspection techniques used for future reference of nondestructive inspection techniques		destroy when incorporated into applicable technical order, replaced by a new nondestructive inspection technique or when no longer needed
6.1	nondestructive inspection radiographs	radiographs used to compare present NDI radiograph with two previous programmed depot maintenance (PDM) inspection to verify structural integrity and trend analysis of aircraft structures		destroy the oldest radiograph after comparison of the current and next most current film or after 4 years, whichever is sooner

TABLE 66–6. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
6.2		radiographs used to detect defects or verify structural integrity during recurring field level inspections, maintenance, or time compliance technical orders (TCTOs)		destroy the oldest radiograph after comparison with the new radiograph when the inspection is reaccomplished of after 4 years, whichever is sooner
6.3		radiographs used to detect defects or verify structural integrity during one-time (other than TCTOs) inspections		destroy after repair of defects or after 6 months if no defects were detected
7	battery periodic inspection and battery servicing	monthly storage battery records for telephone rack batteries used to periodically check battery state of charge, servicing and inspection		destroy after 1 year or when no longer needed, whichever is later
8	inspection of railway equipment, watercraft, and training devices	inspection worksheets		destroy when the next equivalent or higher inspection is accomplished
9	welder qualification	application and test records for the qualification of welders	at testing labs and metals processing shops	destroy after 2 years, or when superseded, whichever is sooner (EXCEPTION Metals shops forward to gaining activity on reassignment of member)
10	industrial radiography utilization log	industrial radiography log forms		destroy when no longer needed to evaluate the adequacy of shielding for a particular situation
11	foreign object damage (FOD) to aircraft, missiles or drones	weekly FOD inspections		destroy after 1 year

NOTE All records destroyed in accordance with this table may be destroyed on inactivation of the unit if not needed by a successor unit (see AFR 12–50, volume I, paragraph 6–2)

TABLE 66–7

NAVIGATIONAL AID RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	joint agreement on USAF/FAA performance standards and procedures			destroy when superseded, obsolete or no longer needed
2	certification inspection reports			destroy when no longer needed or after facility is withdrawn from the Federal Airways System, whichever is sooner
3	general memorandum of agreement between USAF and FAA		at HQ USAF	retire as permanent (see note)
4		duplicate copies		destroy when superseded or obsolete
5	countersigned statements and appendix			destroy when superseded or on withdrawal of the facility from the Federal Airways System, whichever is sooner

NOTE Offer to the National Archives in 5–year blocks when latest document is 25 years old

TABLE 66-8

EQUIPMENT MAINTENANCE (see note 1)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	aerospace vehicles, communications electronics meteorological equipment, ground/air launched missiles, or related equipment	records used in scheduling, controlling and managing maintenance efforts, recording operational data and status information, and recording the accomplishment of servicing, inspection, checkout, adjustment, calibration, repair, overhaul and modification	time compliance technical order (TCTO) products not covered by table 66-3	destroy after receipt and verification of next report (EXCEPTION When mechanized reports are not used, destroy 3 months after posting, if no longer needed, or no later than after 1 year)
2			monthly maintenance plan	destroy when no longer needed or after 1 year, whichever is sooner
3			weekly maintenance plan	destroy when no longer needed or after 2 years, whichever is sooner
3.1			daily maintenance plan	destroy after 3 months or when no longer needed, whichever is sooner
4			visual aids	destroy when replaced, obsolete or no longer needed
5			special qualification certificate	
6			data transmittal records	destroy after 1 month or when no longer needed, whichever is sooner
7			daily requirements and dispatch records used for dispatch control of aerospace ground equipment	
8			personnel availability forecast, shop workload summary, and maintenance preplan used in preparation of work schedules	
9			punched card transcripts used as source records for computer products	destroy when computer product is verified
10			job standards	destroy when replaced by a new job standard or when no longer needed, whichever is sooner
11			missile status worksheet	destroy after 3 months or when no longer needed, whichever is sooner
12			weekly/daily flying schedule coordination used to insure all concerned agencies are notified of schedule changes	destroy after 1 year, or when no longer needed, whichever is sooner
13			generation maintenance plan and generation sequence action schedule used to preplan and establish sequence of events for generation actions	destroy when replaced by a new plan or action schedule
14			inspection/TCTO planning guide for inspection/TCTO accomplishment	destroy 1 month after completion if no longer needed, but not later than after 1 year
15			specialist dispatch control log used for internal workcenter control of personnel dispatch	destroy daily, when no longer needed, but not later than after 1 month.
16			aerospace ground equipment (AGE) status used to notify maintenance control of AGE status	
17			technical order distribution record used to maintain technical order files	destroy when replaced by a new form or when no longer needed, whichever is sooner

TABLE 66-8. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
18			time change requirement forecast	destroy when no longer needed
19			maintenance data collection forms used for scheduled preventive maintenance	destroy after reports are produced
20			maintenance data collection record used for repair, inspection, and time change items	destroy after keypunch, receipt of machine listing and correction of errors if no longer needed, or after reports are produced and narrative is transcribed to significant historical data form, but not later than after 1 year (see notes 2 and 3)
21			original or source records, created for control purposes, such as job control records when equipment status reporting is not required	destroy when no longer needed, or 3 months after record has been closed, whichever is sooner
21.1			original of source records created for equipment status reporting	destroy after 3 months or when no longer needed, whichever is later
22			schedule of technician availability	destroy when no longer needed, or after 3 months, whichever is sooner
23			used to record odor test/servicing of aviator's breathing oxygen	destroy 2 weeks after date of last recorded servicing
24			transient job control number registers	destroy after 1 year or after submission of semiannual transient aircraft information.
25			base job control number register	destroy when no longer needed, but no later than 3 months after all entry spaces have been used
26			advanced configuration management system projection of items due for mandatory removal	destroy after receipt and verification
27			advanced configuration management system selected article configuration status report	destroy pages that are superseded after receipt, verification, and file of changed pages
28			communications-electronics-meteorological onsite maintenance records, i.e., pre-PDM survey record and certification and certificate of PDM maintenance accomplished	destroy after 1 year if no longer needed for followup
29			minutes of maintenance meetings	destroy when no longer needed
30			for equipment involved in an accident or incident that results in damage to private property or injury to personnel, resulting in an investigation	dispose of with the investigative file of which they become a part
31			for equipment destroyed, abandoned, reclaimed, salvaged, lost or missing	destroy 1 month after abandonment of search or physical disposition
32			for expended air launched missiles	
33			for ground launched missiles expended or destroyed (not related to AFR 110-14), and reentry vehicle	send to AFLC System Manager or SA-ALC Director of Special Weapons, as applicable, destroy after 3 months, provided all pertinent data has been extracted for other records or the original records have served their purpose
33.1			for equipment dropped from AF inventory for reasons other than specified in rules 30 through 33	destroy after 1 month

TABLE 66-8. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
34			duplicates or nonrecord copies of records in rules 1 through 32	destroy when no longer needed or after 1 year, whichever is sooner
34.1			sortie maintenance briefings (originals)	destroy after keypunch or forward to another agency for filing, where it will be destroyed when no longer needed
34.2			sortie maintenance briefings (copies at debriefing facility)	destroy after 1 month or when no longer needed, whichever is later
35		work order authorizations, production orders, work adjustment orders, work order numbers, and instruction slips	working copies	destroy 3 months after completion of job.
36			extra copies	destroy on completion of job
37			selected work orders pertaining to local manufacture of items used to establish work standards and costs of repetitive work	destroy after 6 months
38		data processing machine listing such as identification number listings, etc		destroy after 2 years or when superseded or no longer needed, whichever is sooner
39	Maintenance Management Information Control System (MMICS) Output Products	training course table list, course status report, status code, training forecast, daily operational utilization report, maintenance personnel listing, skill level report, work center list, flying schedules, TCTO status, TCTO reports, mobility personnel, maintenance data collection equipment schedule, etc	maintained by the maintenance complex	destroy when superseded, obsolete, or when no longer needed.

NOTES

1 This table applies only to those records that are prescribed by and maintained in accordance with AFRs 66-1 and 66-5 and all associated 00-20-series technical orders, and those records maintained under the Defense Meteorological Satellite Program. These records may be destroyed on inactivation of the unit, if not needed by a successor unit (see AFR 12-50, volume I, paragraph 6-2)

2 Retain data on Reliability Improvement Warranty (RIW) items for a minimum of 4 months.

3 Copies of source records used for billing purposes must be retained for the full one year period for audit records. See table 175-2

TABLE 66-9

SERVICE ENGINEERING

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	project files	records reflecting results of engineering evaluations, feasibility studies, modifications, prototyping and testing (including verification test), generated as a result of engineering management and commodity engineering support and services required for operation, maintenance, modification and rehabilitation of material, and are categorized into various weapons support systems and subsystems, i e, propulsion accessories, electronics, materials, nonaeronautical and aeronautical		retire to WNRC when equipment, system or subsystem is declared obsolete to AF needs, destroy after 30 additional years.

TABLE 66-10

GROUND COMMUNICATIONS-ELECTRONICS EQUIPMENT STATUS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	equipment status records, batch or Maintenance Management Information Control System (MMICS)	data cards used to prepare summaries, tabulations or Automatic Data Processing Equipment (ADPE) tapes	at MAJCOMs	destroy after action is completed
2			below MAJCOMs	destroy 14 days after preparation
3		master inventory and standard MMICS equipment status reporting (ESR) listings		destroy when superseded, obsolete or no longer needed
4		communications-electronics-meteorological (CEM) programs audit/error, open incident, daily Automatic Digital Network (AUTODIN) transmittal and reject listings and corrections	at MAJCOMs and intermediate headquarters	destroy 90 days after entry into batch or MMICS system.
5			below MAJCOMs	destroy 30 days after entry into the batch or MMICS system
6		job control records		destroy 90 days after completion of job
7		summaries, listings and studies		destroy when superseded, obsolete or no longer needed, or after 1 year, whichever is sooner (EXCEPTION When made the basis of a standard publication, see table 5-1)

TABLE 66-11

RECLAMATION RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	reclamation of aircraft and surface equipment as result of accidents or normal deterioration	historical data, reports of survey, special order extracts, photographs, related papers and correspondence	at MAJCOMs	destroy 5 years after completion of action (EXCEPTION. records required for investigation, inquiries, etc , destroy on completion of such action, provided retention period has expired)
2			at subordinate echelons	destroy 2 years after completion of action (EXCEPTION where MAJCOM requests audit of a specific case file, destroy the excepted records after audit, provided the specified retention period has expired)

TABLE 66-12

MILITARY AIRCRAFT STORAGE AND DISPOSITION CENTER (MASDC)

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	aircraft/missile and special project files for AF, Army, Navy and CG, and other government agencies	project directions, schedules, special technical aspects, customer correspondence, inquiries from higher headquarters, work directives and amendments, work/shipping priorities, contracts, for both continental US and Security Assistance Program customers	at MASDC OPR responsible for coordination and acceptance of negotiated workloads from weapons systems managers, item managers, and other services and government agencies	destroy 2 years after completion of action
2		work directives and related records	at other than MASDC OPR	destroy 1 year after completion of action, or when no longer needed, whichever is sooner

TABLE 66-13

AIR FORCE LOGISTICS COMMAND AERONAUTICAL DEPOT MAINTENANCE INDUSTRIAL TECHNOLOGY PROGRAM

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	improved repair project proposals	description of problems, initiator, stock numbers, prices, possible solutions, evaluations/analyses, conclusions, recommendations and related correspondence	at HQ AFLC	destroy 3 years after completion/deletion of project.
2			approved projects at submitting, supporting, participating and other activities	destroy on completion of project or when no longer needed, whichever is sooner
3			disapproved project proposals at activities in rule 2	destroy after 3 years.
4	safety proposals	recommended methods of processing, involving safety or health considerations	approved by safety and/or medical authorities	retire as permanent 1 year after close of project
5	program reports/technical reports	reports prepared at the completion of an important phase of a program or at the end of a project and contain evaluation methods, recommendations and conclusions	at HQ AFLC	retire 1 copy of each report as permanent 1 year after close of project.
6			copies other than rule 5	destroy when no longer needed
7	program proposals	description of processes, techniques, and related material pertinent to common repair facilities	approved	retire as permanent 1 year after close of project
8			disapproved	destroy after 3 years
9	engineering proposals	description of new or changed technical process requirements and the alternative solutions thereto	at HQ AFLC	destroy 3 years after completion/deletion of the proposal.
10	summary quarterly reports	reports containing the accomplishments and impact of overhaul and repair processing projects proposed, initiated and completed		destroy after 1 year

67. Supply. These tables cover documentation resulting from the management and control of supply operations. They include requisitioning, receiving, issuing, inventory management, property accounting, stock control, and related matters.

TABLE 67-1

SUPPLY MANAGEMENT RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	safekeeping of military property	forms required by law for bonding private or civil corporations, institutions, or like concerns which possess government supplies and equipment		return to originator in exchange for new valid bond or on settlement of property accounts
2	SAC supply system management	SAC forms	at SAC supply support of maintenance activities	destroy after 1 year
3	aircraft distribution and assignment control	project files of HQ USAF aircraft delivery and modification instructions and amendments, AFLC aircraft assignment directives, and related documents		destroy 1 year after project is completed
4		correspondence, messages, and other records related to receipt, assignment, transfer, and disposal of aircraft assigned to MAJCOMs		destroy after 1 year
5		locator cards for each aircraft assigned to a MAJCOM		destroy 3 months after transfer of aircraft from command jurisdiction, or on receipt of disposal termination authority, whichever is sooner
6	mission capability (MICAP) summary listings	daily summaries	at Air Logistics Centers	destroy after 1 month.
6.1			at other than Air Logistics Centers	destroy 90 days after creation
7		monthly summaries and other listings produced from specific card decks		destroy after 6 months
8		card decks		destroy immediately after all necessary summaries and listings have been printed and verified
8.1	mission capability checklists	MICAP checklists used to validate that no assets are available for use to satisfy priority requirements		destroy 3 months after completion or 3 months after requirement has been satisfied per AFM 67-1
9	initial spares support lists	monthly summaries, card decks and related data	applicable to all records except those under rule 9 1	destroy 60 days after report is superseded
9.1		monthly summaries, card decks and related data applicable to ISSLS loaded for weapon systems supported at individual bases		destroy after the directing MAJCOM determines that applicable ISSL levels should be deleted.
10	munitions supply reconciliations	reconciliation reports of munitions based on air munitions serviceability and location records, required by AFR 66-1		destroy 1 year after reconciliation

TABLE 67-2

DUE-IN ASSET MANAGEMENT AND CONTROL RECORDS (see note)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	due-in assets	contracts, contract index cards, and related contract instruments	at IMs/SSMs for reporting and controlling due-in assets from contractor and reporting AF activities	destroy 3 months after final payment of contract

TABLE 67-2. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	due-in assets	contracts, contract index cards, and related contract instruments	at IMs/SSMs for reporting and controlling due-in assets from contractor and reporting AF activities	
2		PR/MIPRs		destroy 3 months after all items have been placed on contract or cancelled
3		due-in asset worksheets prepared for input to computer		destroy on completion of computer processing
4		due-in asset status cards for each item		destroy 90 days after update action
5		due-in statistical transaction listing		destroy 1 year after completion of action.
6		due-in requirements data for reports for category I and II R items		destroy 3 years after close of buying year
7		shipment variation printouts, out-of-balance notices, overage data		destroy on completion of review and update action
8	car arrival reporting records	reports used to initiate diversions of shipments or to initiate immediate reshipments		destroy 3 months after diversion or reshipment
9	shortage report records	reports transmitted by the depot to a technical service stock control point, used to determine a secondary source of supply		destroy after 3 months.
10	advice of availability records	reports by a stock control point to a depot which indicate a secondary source of supply for items appearing on a shortage report		
11	fixed communications and electronics supply	bills of material, shipping documents, and correspondence related to supply action against engineered bills of material	at servicing activity	destroy 5 years after completion of action

NOTE The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in oversea commands

TABLE 67-3

UNIT, ORGANIZATION AND MATERIEL CONTROL SUPPLY RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	active unit property records	allied registers and files, including flyaway and en route kits, component records, requisitions, custody receipts, requests for issue or turn-in marked or stamped "custody receipt (issued of a permanent record)," property issue and turn-in slips, shipping and receiving documents, reports of survey, statement of charges, schedule of collections, inventory adjustment vouchers, mechanized property accounting cards, and related records reflecting transactions occurring during the month		destroy after 1 year
2		temporary issue custody receipts		destroy or return to individual on return of property

TABLE 67-3. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
3	inactivated unit property records	allied register and files described in rule 1		destroy when installation commander is assured that property records have been reduced to zero balance, and that all property has been turned in to appropriate supply office or otherwise satisfactorily accounted for, and he or she has issued authority to destroy the records
4		authorizations to destroy the records		destroy 2 years after inactivation of unit or 2 years after disposal of the record, whichever is later
5	property accounting transaction card			destroy after supply action is completed and entry has been posted to the document register
6	special measurement clothing and orthopedic footwear	measurement forms		destroy 30 days after receipt of ordered material.
7	accountable records	records created before conversion of AF organizational equipment records to EMO/BEMO and CEMO systems		destroy 1 year after all records have been reconciled and current inventories are accurate
8	supply reporting	equipment status reports, reports on supply levels, critically short items, other matters which affect the maintenance and receipt of supply items, and related papers	at unit supply for submission to higher headquarters	destroy after 1 year or on inactivation of the unit, whichever is sooner
9	packing certificates	records which certify that proper crating and packing of equipment have been accomplished before movement of a unit to a new installation		destroy after 6 months
10	supply inspection	showdown inspection reports, final inspection reports, and related inspection papers, pertinent to units that are outfitted before oversea movement		destroy after 1 year
11	USAF marine equipment allowance and checklist			destroy when boat is dropped from AF inventory and all equipment is accounted for
12	unit supply officer listings	continuing lists showing by name and inclusive dates each officer's assumed/relinquished responsibility		retire on inactivation of unit for disposal 12 years after inactivation
*13	training equipment issue and turn-in	records relating to the request to base supply activities for training equipment, notification of action taken on request, and return of equipment to base supply activities, including issue/turn-in slips and related correspondence		see table 67-11, rule 44
*14	zero overpricing	letters, messages, inquiries and other material relating to suspected pricing error	at customer liaison office	destroy 1 year after case is closed
15	unit record	daily document registers	at equipment management office or base supply	destroy after 3 months
15.1			at AFTAC GSUs	destroy after 2 fiscal years
*15.2	unit record	daily document registers and Project Fund Management Report (PFMR/OCCR) update and reconciliation	at units with GSUs and at the GSU except as in rule 15.1	destroy after 1 year
16		priority monitor report, stock number directory, due-out status listing, due-in from maintenance listing, bench stock review, bench stock listing, special level listing		destroy after receipt of updated listing

TABLE 67-3. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
17	source records	forms, i.e , supply control log, records of cannibalization, issue/turn-in request, DOD single line item release/receipt document, item location and status card, temporary hand receipt, notification of TCTO kit requirements, quick reference lists, adjusted stock level form, and report of packaging and handling deficiencies, repairable item processing tag, and input to maintenance repair capability reporting, used to order, receive, control, verify, input, forecast, turn-in, and are not accountable		destroy after 1 year or when no longer needed, whichever is sooner
18		verification worksheet		destroy 3 months after completed action if no longer needed for justification of special levels
19	custodian records	custodian authorization/custodian receipt list		see table 67-11, rule 40
20	clothing allowance for Reserve Forces	individual mandatory clothing check (male and female)		destroy when form lacks space for next inspection and new forms have been used for one inspection
21		clothing request receipt		destroy after 1 year
22		personal clothing record, male/female airman		destroy when balances are transferred to a new form and a final statement is accomplished
23		personal clothing claim and supporting records	at staff judge advocate offices	destroy 1 year after case is closed.
24	customer complaints/inquiries	correspondence used to record and resolve customer complaints, problems, or inquiries	at the Customer Liaison Office	destroy 1 year after resolution of the case

TABLE 67-4

BASE STOCK RECORD ACCOUNTS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	stock record accounts	cards on accountable property transactions to a specific stock record account, or equivalent forms prescribed in AFM 67-1		destroy 1 year after equipment has been removed from the account (See table 167-1 for medical stock record account)
2	(RESERVED)			
3	(RESERVED)			
4	daily document registers	accountable registers prescribed in AFM 67-1 that reflect specific property transactions	prepared by bases operating under the standard base level supply system (Sperry 1100-60)	destroy after 3 months provided no irregularities exist
5		information copies used as a cross- reference work file		destroy when no longer needed or on receipt of stock number directory, whichever is sooner
6	supply document register		prepared by bases operating a manual base supply system	destroy after 1 year, provided no irregularities exist
7	document control cards	cards created during preparation of daily document register	used by bases operating under the standard base level supply system (Sperry 1100-60) to prepare delinquent document listings, assure that records requiring review/filing are received in the document control section, and to aid in quality control	destroy after all necessary action is completed

TABLE 67-4. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
8			used by bases operating under the PCAM/B263 or other supply system to prepare a document register, prepare listings covering overage documents, for followup purposes, and to prepare mechanized supply activity reports	
9	daily transaction register	accountable registers prescribed in AFM 67-1 that reflect specific property transactions	prepared by bases operating under the standard base level supply system (Sperry 1100-60)	destroy after 1 year, provided no irregularities exist, or when replaced by a consolidated transaction register and accuracy and completeness of consolidated transaction register have been verified
10	consolidated transaction register			destroy after 1 year, provided no irregularities exist
11	monthly base or medical supply transaction register			see table 167-1
12	source records	issue/turn-in records, shipping/receiving records, inventory adjustment documents, USAF excess and surplus property turn-in records not used as supporting records (see rule 14), and notice of lost or missing documents which pertain to accountable-type transactions and contain valid document numbers	identified in AFM 67-1 to be held	destroy after 1 year
13			all except records to be held as prescribed in AFM 67-1	destroy after recording in document/transaction registers and completion of quality control
14	supporting records	reports of survey, statement of charges, cash collection vouchers, DOD single line release/receipt document, USAF excess and property turn-in records, and any other records needed to support each entry on transaction and document register	identified in AFM 67-1, vol II, Part One, Chap 3, vol II, Part Two, and vol V	destroy after 1 year (see table 175-2)
14.1		local purchase (LP) receipt records	identified in AFM 67-1, vol II, Part Two	destroy 6 years and 3 months after final payment provided there are no discrepancies for which corrective actions are prescribed by AFAFC (see note)
15		records not included in rule 14 or 14 1		destroy after recording on daily transaction and document registers, and after quality control check is completed (see table 175-2)
16	adjusted stock level records	original copies		hold as long as established levels are in effect, then destroy
17			at initiating activities	destroy upon receipt of approved current renegotiation
18		suspense copies		destroy on receipt of approved copy

TABLE 67-4. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
19		outdated copies		destroy on receipt of revised form
20		revalidation decks		destroy outdated cards when replaced by later cards
21	Uniform Materiel Movement Issue Priority System (UMMIPS) surveillance listings		prepared by bases operating under the standard base level supply system (Sperry 1100-60)	destroy 90 days after monthly cutoff
22	recurring listings and reports not covered elsewhere in this table			destroy on receipt of new listings or reports, or after all analytical and management purposes are served, or as required in AFM 67-1, whichever is later
23	obsolete object deck file	object cards replaced by a later change or deleted from the system	at each base operating under the standard base level supply system (Sperry 1100-60)	process under AFM 67-1, vol II, Part Four, chap 13 (Authority. table 11-1, rule 4)
24	program bank change tapes	those tapes returned to AFDSDO-SCCR-2 on completion of processing		
24.1	supply file dump tapes	those tapes erased and reused by the base per AFM 67-1		
24.2	ADPM work requests	forms used to request nonrecurring or as required computer products		destroy when no longer needed
24.3	program release sheet files	assembly and squeeze release sheets and related documentation used to control the application of computer programs in the SBSS operation		destroy release sheets when applicable program is removed from the obsolete object deck files.
25	standard operating supply system trouble reports	forms maintained on an annual basis		destroy after 1 year
26	account files	individual files of personnel authorized to receipt for property, supplies and spares containing current and noncurrent specimen signatures, name, grade and organization of account custodians, and waivers granted for use of stamps when numerous repetitive signatures are required		destroy 1 year after superseded or obsolete.
27	local purchase-item/procurement history file	cards and related data which provide a complete description, procurement history, previous prices paid, and available sources for local purchase items, prepared by procurement personnel	held by supply representatives who act as liaison between base supply and procurement on all supply matters involving procurement	destroy individual cards when obsolete, superseded or inactive, as determined locally
28	nuclear weapons stock record accounts	supply records or materiel courier receipts filed as required by AFM 67-1, vol I, Part One, chap 18		destroy 7 months after audit of the account.
29	weapons and COMSEC equipment control files	punch cards prepared on each weapon and each item of COMSEC equipment requiring serialized control and reporting which are active and represent all weapons controlled item code N item and COMSEC control cards for each NSN with MMC of CA item record and detail balances		add to history file when weapon/COMSEC equipment is no longer on item record
30		held for history and research purposes		destroy after 2 years

TABLE 67-4. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
31		reconciliation reports, serial number listings, and comparable management products prepared from weapon and COMSEC equipment control cards		destroy when superseded, obsolete or no longer needed
32	base materiel/supply automated system (Sperry 1100-60)	stock fund inventory management report and stock fund stratification program	at bases operating under the standard base level supply system (Sperry 1100-60)	destroy 2 years after close of fiscal year or when no longer needed, whichever is later
33	conversions audit list (R22)	accountable record pertaining to satellite rehomings, conversion from any other supply system to Standard Base Supply System (SBSS) establishment of new supply account, conversion of computer systems	at Standard Base Supply Systems activities	destroy after 1 year

NOTE AFOs will advise if there are outstanding discrepancies within the specified retention period. In absence of such advice, destroy the records at the end of the retention period

TABLE 67-5

TABLE OF ALLOWANCE/AUTHORIZATION RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	table of allowance (T/A) records	records accumulated by the air logistics centers (ALCs) offices of record in establishing, changing and maintaining tables of allowance data (i e , SERDs, correspondence, etc)	on weapon systems (aircraft, missiles, etc)	destroy 2 years after the system for which the T/A was established is no longer in the AF inventory or 8 years after the publication date, whichever is sooner
2			on nonweapon-type systems	destroy 2 years after the T/A has been cancelled or 6 years after publication date, whichever is sooner
3		records maintained by using activity		destroy when superseded or obsolete or on receipt of a revision notice
*4	allowance/authorization change requests and custodian request/receipt (see note)	approved copies which are within established allowance and approval authority is wing level or lower, do not require approval under temporary authority, miscellaneous allowance source codes specified in section a, AFR 0-10, do not recommend changes to allowance documents, and copies used for other than requesting changes in authorizations		destroy after notifying the custodian and all possessing actions are complete
*4.1		approved copies for requisitioning office furniture		see table 67-11
*5		approved copies which are authorized under miscellaneous allowance source codes specified in AFR 0n10, section A, and do not require approval under temporary authority	at other than MAJCOM equipment management office	hold with supporting records for as long as the authorization remains in effect, or appears on a Consolidated Listing (CL) validated and signed by the appropriate certifying official, then destroy
5.1			at MAJCOM equipment management office	destroy after 1 year
*5.2		validated and signed CL		destroy when obsolete or when superseded by a new CL

TABLE 67-5. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
6		approved copies recommending changes to allowance records		destroy when item published in the allowance document and changes are reflected in the equipment authorization inventory card files
*7		copies approved under temporary loan authority or pertain to rental of equipment		destroy after all processing actions are complete
8		approved copies which list medical organization requirements approved by the MAJCOM		hold as support documentation for the increased authorization, annually, on receipt of approved copy of the consolidated listing (CL) from the MAJCOM, file the approved forms that support authorization changes and which are in the approved CL with accountable records of the past FY, and dispose of according to table 67-4
*9		approved copies which are in an established allowance and approval authority is WAB CEMO, WAB AFLC, or WAB USAF	at other than MAJCOM equipment management office	hold with supporting records for as long as the authorization remains in effect or no longer requires WAB CEMO, WAB AFLC, or WAB USAF approval in applicable Table of Allowance, or appears on a Consolidated Listing (CL) validated and signed by the appropriate certifying official, then destroy
*9.1		validated and signed CL		destroy when obsolete or when superseded by a new CL
10			at MAJCOM equipment management office	destroy after 1 year
11		disapproved copies		destroy after notifying the custodian
*12		copies used for suspense actions when request requires approval above wing level		destroy when all actions are complete
*13		[RESERVED]		
14		control registers used to assign numbers to control records during processing		destroy after 1 year provided no irregularities exist (see table 175-2)
*15	Custodian Authorization/Custodian Receipt List (CA/CRL)/approved Custodian Designation Letter	CA/CRL's and approved Custodian Designation Letters	at equipment management section	destroy when obsolete or superseded

TABLE 67-6

DEPOT ACCOUNTABLE SUPPLY RECORDS (see note)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	stock record account control records	cards, listings, directories, messages, correspondence assignment notices used to establish, identify, change and assign a specific account control number to a specific activity		destroy 6 months after master file has been updated
2		correspondence and messages used for issuing termination notices		destroy after 1 year (see table 175-2)

TABLE 67-6. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
3	air logistics center (ALC) supply status reporting	base stock status reports	at supply depots	destroy after 3 months
4	contractual records	provisioning historical record, spare-spare parts, AGE order and correction sheet, aircraft-engine, electronic-ARMA programming check list, missile and drones programming check list, spare parts provisioning statement of policy, design changes, design change lists, and related records	at SSM and/or EAIM for equipment under procurement, and cover the time from the award of the letter contract to the end of the definite contract	destroy on receipt of contract completion notice.
5			at all other supporting activities	destroy 1 year after completion of provisioning support
6	provisioning lists	production lists, preliminary group assembly parts lists (PGAPL), provisioning parts breakdown (PPB), recoverable item breakdown (RIB), and comparable records for future procurement use on follow-on contracts	held by system/end article/recoverable item managers at ALCs	destroy 3 years after receipt of contract completion statement.
7			at all other supporting activities	see rule 5
8	records of provisioning meetings	comments relative to the availability of data (such as drawings and specifications, programming data on which provisioning action was based, all matters of importance or agreements made during the meetings and concurrences or comments of recipient commands as to the adequacy of the provisioning team action)	at HQ AFLC	destroy 4 years after date of provisioning meeting or when no longer needed, whichever is later
9			at SSM/EAIM ALC and other supporting activities	destroy on receipt of contract completion statement
10		information copies		destroy when no longer needed

NOTE. The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or oversea supply, such as distribution, key, port stock, filler, and reserve depots, and comparable establishments in oversea commands.

TABLE 67-8

INVENTORY CONTROL RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	exception, error and control ADPE listings	annotations of action taken from preinventory location survey and all types of surveys		destroy 1 year after final action
2	manual cards and records, notifications, and information listings			destroy when no longer needed
3	research records	not used to support inventory adjustments		destroy after 1 year
4	special inventory requests and related records	used for inventory adjustment		destroy after 2 years
5		not used for inventory adjustment		destroy after 1 year
6	inventory adjustment or accountable adjustment records	standard base supply systems inventory adjustment listings used to adjust item/detail records balances, processed per AFM 67-1, vol II, Part Two, chap 12		destroy after 2 years or when no longer needed, whichever is sooner (see note)
7	inventory count card, DOD physical inventory records, base warehouse locator/inventory count card	punch cards or warehouse location validations prepared and accomplished as part of cyclic/special inventory		destroy when no longer needed, or after cyclic/special inventory, whichever is sooner

TABLE 67-8. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
8		manual forms and cards associated with supply inventory other than standard base supply system		destroy 1 year after count date.

NOTE: Records on certain items, listed in AFM 67-1, are retained as required by other governing directives

TABLE 67-9

STOCK CONTROL AND DISTRIBUTION RECORDS (see note)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	source records	credit/debit records, material inspection and receiving reports, DOD single line item release/receipt records, and records bearing evidence (signature, dates, stamps, etc) of actual movement of materiel or partial issue of denial	pertinent to accountable-type transactions and containing valid record numbers, but are not mechanically received for direct input to the computer	destroy after 2 years
2		key punched, written, telephoned, or teletyped requisitions, and related records	data processed and are reflected on transaction registers	destroy on completion of computer processing and machine audit.
3	transaction registers	daily transaction registers pertaining to cost category I and manager review items	generated by ADPE systems and accumulated by IMs, SSMs, and base support activities	destroy after 6 months.
4		weekly transaction registers pertaining to cost category I, II, and III items		
5		monthly transaction registers		destroy after 2 years.
6	monthly completed requisition listings	data received, date of action, transportation data, costs, and related correspondence, maintained in record number sequence, used for research and analytical studies by IMs, SSMs, and base support activities		
7	completed debit and inventory adjustment merged listings	listings of record numbers, action, quantity, site, condition, consignor, and related records	weekly merge listings	destroy on receipt of monthly merge listings.
8			monthly merge listings	destroy after 2 years
9	ADPE output printouts	operational printouts for error detection, verification, suspense action, negative balances, and other nonaccountable-type actions	daily, monthly, and quarterly listings and reports for review analysis and corrective action	destroy on assurance of computer processing.
10		management printouts of monthly availability listings, master analysis reports, controlled exception analysis reports, stock control and distribution analysis reports, zero balance notifications, and other management-type data		destroy after 1 year
11		AFLC listings (cards and reports) for local tenant (off and on base) support pertaining to completed redistribution orders, requisition management of central and base procurement items, transaction occurrence reports, application of asset reports, requirement and inventory statements, and related records	monthly listings	
12			quarterly listings	destroy after 2 years.
13	PCAM cards and listings	cards	generated by activities using the PCAM system, and cover the information in rules 9 through 12	destroy 1 year after preparation of listings
14		listings and related records		destroy after 2 years

TABLE 67-9. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
15	stock balance and consumption records	cost category I and II reports, general purpose summary cards, magnetic tapes, listings, SSM control system files, transmittal sheets, master control records, erroneously reported item list, asset data, requirements data history files, and comparable special reports prepared and submitted by SSMs, IMs, and base support activities of AMAs to collect worldwide AF usage (consumption) and asset (inventory) data on which future requirement programs may be based and centralized control maintained over AF centrally procured items	monthly reports at ALCs and AF reporting activities	destroy after next reporting cycle
16			quarterly reports sent to resident auditor after submission of following quarterly report	destroy retained copies when no longer needed
17			IM/ALC consolidated reports	destroy requirements data history file after 1 year
18				destroy after 3 years, except see rule 17
19	supply effectiveness reports	command request analysis, initial request actions, processing time, adjustment actions, line item requests, receiving records, pipeline time, depot summaries, item status, and other management reports, sequenced as required for review, analysis, and corrective action	at MAJCOMs	destroy after 5 years
20			at other than MAJCOMs	destroy after 1 year
21	supply support control records	cards or other records used for local control and suspense	war readiness materiel (WRM) spares and spare parts requirement card file	destroy when the WRM requirement is deleted for a specific organization or replaced by a new (change) card
22			floating spares requirement and justification file	destroy when depot maintenance requirements no longer exist for the item
23			marine engine history file	destroy 3 months after item is dropped from base support inventory
24			government-owned cylinder records	destroy 1 year after accountability for the stock numbered item has been terminated
25			returnable container records	destroy 6 months after containers have been returned to vendor and activity has been relieved of property responsibility
26	Principal and Secondary item report	inventory report of principal and secondary materiel items, including stock funds		destroy after 3 years, or when no longer needed, whichever is sooner

NOTE The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or oversea supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in oversea commands

TABLE 67-10

SUPPLY CONTROL RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	control and suspense files	requisitions, shipping orders, purchase requests, shipping records, status records used for information and control purposes, do not affect the accountable balance, and are not filed with the stock accounts		destroy on completion of requisition
2	supply reporting records	cards, listings, change notices, supply status reports, and related data for reference and informational purposes, are not subject to audit, and are not covered elsewhere		destroy after next reporting cycle
3	supply reference records	specifications, supply catalogs, publications card indexes, code indexes, equipment lists, and related reference aids	at installations	destroy when superseded or obsolete
4	output products	listings, cards mechanically produced, and are not covered elsewhere		destroy when superseded or no longer needed
5	data services operational records	library tapes, service tapes, work tapes, program flow charts, punched cards, and writeup instructions		destroy when superseded, obsolete or no longer needed

TABLE 67-11

EQUIPMENT MANAGEMENT SYSTEM

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	organizational records	minutes of equipment review panels, equipment utilization surveys, comparative analyses, review and evaluation studies, allowance document reviews, and related records	at MAJCOMs and major subordinate commands	destroy after 10 years (EXCEPTION. destroy analysis source material and physical inventory reports when no longer needed)
2			at bases	destroy after 2 years
3	reporting organizational file (ROF)	mechanized cards, tapes and/or listings which reflect equipment reporting status of each AF organization and wartime additive mission that requires equipment support		destroy 1 month after superseded.
4		USAF master ROF		destroy 1 year after superseded
5	(RESERVED)			
6	(RESERVED)			
7	base equipment master file (BEMF)	monthly file report, which includes cards and/or tapes and listings which are edited and corrected before submission to CEMO by BEMO	at BEMO	destroy BEMO listings after 1 year.
8				destroy cards after corrective actions have been annotated on the monthly listing
9		created under the standard base level supply system (UNIVAC 1050-II) and used for management and audit purposes		destroy after 1 year
10		records described in rules 7 and 8, zero balance registers and authorization records used to clear the property account when an activity is inactivated		destroy all property records on inactivation of an activity or when directed by the commander
11		authorization records used for verification that the property account has been cleared		destroy 2 years after inactivation of activity or 2 years after the reports have been destroyed

TABLE 67-11. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
12	audit trail records	document control registers, suspense document files, completed document files, and applicable adjustment records removed from the BEMO for updating and showing the audit trail stamp		destroy 1 year after completion of action
13	MEMO files			see table 167-1
14 thru 17	(RESERVED)			
18	register equipment management (REMS) records	vehicle authorization lists used to disseminate the specific authorization for a given unit or function		destroy 1 year after completion of last report
19 thru 20	(RESERVED)			
21	register equipment management (REMS) records	vehicle allocation and distribution records used to distribute vehicles against valid shortages and are summarized (kind and quantity)		destroy 1 year after distribution of the vehicles
22		worldwide master control file	at the IM	destroy after 10 years
23	non-REMS serialized inventory equipment records	custody receipt listings and related data used to control serialized equipment		destroy when superseded.
24		changes to the basic file		destroy when action is completed
25	equipment management balance register (EMBR)	listings of all base equipment master card files indicating out-of-balance conditions between custody receipts and reportable records		destroy 1 year after superseded
26	(RESERVED)			
27	warranty or guaranty records	forms, correspondence, and related records which specify the period of time a warranty or guaranty item may receive free parts replacement and/or maintenance service		destroy after expiration of the warranty/guaranty period
28 thru 30	(RESERVED)			
*31	equipment management reports, redistribution orders (RDOs), transfers and loans	machine-punched cards, listings, supply support reports, and comparable-type reports relating to equipment surveillance, control, identification, changes, accounting, redistribution, monetary obligations, vehicles authorizations lists, etc		destroy 1 year after action is completed or 1 year after equipment has been returned to original base
32	personal clothing and equipment record, and comparable forms	personal clothing and equipment record and comparable forms used for issue of personal clothing and equipment	at EMO/BEMO and balances are transferred to a new form	destroy when balances are transferred to a new form
33				destroy when a joint satisfactory inventory and signed certificate is accomplished between the individual and the servicing EMO/BEMO
34		originals	at EMO/BEMO and individual is reassigned permanent change of station	send to CBPO In & Out Processing Unit for disposition per AFR 35-44 (see table 35-1, rule 1 and 1 1)
35		retained copies		the losing EMO/BEMO destroys 6 months after the original has been forwarded (rule 34)

TABLE 67-11. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
36		signed copy	at EMO/BEMO and individual is discharged, released from active duty, or personal retention requirement is terminated	send to CBPO Reenlistment & Separation Unit for disposition per AFR 35-44 (see table 35-1, rule 1)
37		originals	retained by individual equipment function after events in rule 36	destroy 6 months after turn in of all equipment.
38		equipment record for emergency deployment pertinent to cost category II items		destroy when items are returned to the custodian
39		registers of expendable and nonexpendable, nonreturnable items	at individual equipment function	destroy 90 days after date of last entry
40	equipment custodian file	Custodian Authorization/Custody Receipt Listing (CA/CRL) and weapons serial number listing	custodian copies	destroy superseded material upon receipt of updated listings or information
*41		information file on office machines, temporary issue receipts, requests for purchase, and warranty/guaranty records, adjustment records, records pertaining to inventory actions, that is, government property lost or damaged (GPLD), reports of survey, etc		destroy when no longer needed
*42		suspense copies of custodian requests/receipts which require approval above wing level or special base level coordination		hold with supporting record until all action is complete, then file it in the completed file
*43		copies of custodian requests which require approval above wing level or special base level coordination, receipts and other records which affect the CA/CRL balance, and daily document register (D04)		destroy upon receipt of new CA/CRL or 90 days after issue date
*44	training equipment issue and turn-in	records relating to the request to base supply activities for training equipment, notification of action taken on request, and return of equipment to base supply activities, including issue/turn-in slips and related correspondence		destroy on turn-in of equipment
*45	equipment custodian file	Custodian Request Log		destroy after 1 year, earlier disposition authorized, if no longer needed
*46		approved copies of requests for office furniture which require approval by the unit commander		destroy after 1 year

TABLE 67-12

MATERIEL UTILIZATION PROGRAM RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	requirement and asset data registered in the DO67 system	summary products	at the materiel utilization control office (MUCO)	destroy after 2 years
2		DO67 system master record in National Stock Number sequence		destroy after 1 year
3	excess item data	high dollar excess items		destroy after 6 months
4		excess summary products		destroy after 2 years

TABLE 67-12. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
5		excess action list		
6		status of excess		
7		excess review listings		destroy after 1 year
8		excess record deletion listing		destroy after purpose served
9		documentation in rules 7 and 8	at the AF item manager's office	destroy after 6 months
10		interrogations		destroy after 1 year
11	excesses available in Defense Property Disposal activities	referrals		destroy after 6 months
12			at the MUCO	destroy after 2 years.
13	materiel utilization reports	all		
14	excess item transaction data	DO50 system monthly summary of excess item transfers		destroy after 1 year
15	Reclamation Program	products from DO67 and other systems interface to facilitate reclamation processes, reports of reclamation schedules, status, condemned/not found data, and completed save lists	at the MUCO, system manager/inventory manager office	destroy after 2 years.
16	excess contractor inventory (production contracts only)	inventory schedules, transmitting correspondence and correspondence applicable to individual plant clearance cases containing excess production contractor inventory property		
17	component item screening	product from DO49/DO67 interface to facilitate component item screening		destroy after 1 year
18	DO49/DO67 reject listing	government furnished materiel items that failed screening criteria or no match on DO49 system	at the MUCO	
19	DO49/DO67 buy item component availability listing	component items that meet the criteria for offering as government furnished materiel	at the MUCO, system manager/inventory manager office	
20	government furnished aerospace equipment (GFAE) project folders	AFLC/AFSC forms on initial GFAE support request, GFAE spares, spare parts and equipment requirements	at the MUCO	destroy after 2 years
21	government furnished materiel (GFM) project folders	data by end item including list of components to be supplied as GFM		
22	GFAE reject reports	monthly report of items being rejected by contractors		destroy after 1 year.
23	DO34 products	list of items in the MUCO account and used for inventory adjustment		
24	government-owned special tooling/special test equipment (ST/STE) and special tooling test equipment management system (STTEMS) (CO17)	copies of contracts, amendments, and storage agreements	at the MUCO, inventory manager/system	destroy after 2 years
25		inventory listings		destroy when superseded or entered into CO17
26		screening reviews listing		destroy 1 year after completion of review
27		keypunch source records and exceptions		destroy when validated by receipt of a transaction list
28		transaction lists		destroy 3 months after date of processing

TABLE 67-12. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
29		ST/STE shipping list other than disposal		destroy when ST/STE is returned to storage site
30		ST/STE shipping list for disposal		destroy when ST/STE record is deleted from system
31		ST/STE transaction registers		destroy after 2 years
32		interrogation replies		destroy when superseded or no longer needed, whichever is sooner
33		validated file establish printouts		destroy after 2 years

TABLE 67-13

STRATEGIC AND CRITICAL MATERIALS RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	seizure records	requisitions by Administrator of Export Control, requisitions by Office of Export Control, and correspondence on the seizure and shipment of materials related to requisitions issued by the government ordering seizure of certain materials as necessary to the government, and directing shipment of the material to specified destinations		destroy after 12 years
2	strategic and critical materials program records	voucher files (incoming tallies and manual stock record cards), shipping instructions, receiving reports, reports of materials on hand, inventory reports, and related correspondence incident to storage, security, and maintenance of strategic and critical materials on military reservations pursuant to Public Law 520, 79th Congress		destroy 2 years after final out-shipment of materials, provided GSA is furnished a list of the records to be destroyed 90 days before destruction date so that GSA can verify the adequacy of their records If no objection to disposal of records is indicated within the 90-day period, destroy the records

TABLE 67-14

SPECIAL PROGRAM/PROJECT RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	requisitioning	requisitions, shipping orders, and related correspondence from ANG, State Guard, and AFROTC organizations	at MAJCOMs in connection with approving and transmitting supply requisitions to supply activities	destroy after 2 years
2	supply directive and special project records	directive memoranda, shipping tickets, item listings, backorder files (item card), case and item files, tabulated listings, cards, and related correspondence pertinent to integrated movement of AF supplies and equipment to support special programs/projects	at HQ AFLC/LM	destroy 90 days after deadline date.
3			at other than HQ AFLC/LM	destroy 6 months after cancellation notice has been issued by the monitoring activity
4	logistics orders (LOs)	register of LOs numbers	at HQ 1035th Technical Operations Group	destroy 3 years after closeout

TABLE 67-14. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
5		numbered LOs, listings of equipment and supplies, LO amendments, and related correspondence originated and used to direct and control shipments of organizational resources to specified locations		
5.1			at squadron/detachments	destroy 1 year after closeout.
6		monthly LOs status reports	at activities in rules 4 and 5 1 above	

TABLE 67-15

ENGINEERING DATA DISTRIBUTION AND CONTROL RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	record copies of official engineering records pertaining to missile, aeronautical, nonaeronautical systems, subsystems or equipment	microfilm copies of form 2 and 3 specifications, standards, exhibits, parts lists, indexes, related information and form 1, 2, 3, dimensioned engineering drawings	at USAF engineering data repositories	destroy after related system, subsystem or equipment is removed from active AF inventory, or 12 years after the last related system, subsystem or equipment is purchased (delivered and accepted by the AF), whichever is later (see note 1)
2		copies of form 1, 2, 3 undimensioned engineering drawings on stable base material		destroy upon inactivation of the drawing (see note 1)
3	originals of official engineering records (except category II modifications)	form 2 and 3 specifications, standards, exhibits, parts lists and form 1 dimensioned engineering drawings	at AF design activities on which approved changes are recorded	destroy 35 workdays after date of weekly activity report announcing the drawing as inactive, provided a microfilm copy is on file at AFALD/PTD (see note 1)
4		form 1 undimensioned engineering drawings (see note 2)		destroy after related system, subsystem or equipment is removed from active AF inventory, or 12 years after the last related system, subsystem or equipment is purchased (delivered and accepted by the AF), whichever is later (see note 1)
5	information copies of engineering drawings		at base EDSCs and in reference files	destroy when superseded, obsolete, inactive, or when no longer needed, whichever is sooner (see note 1)
6	preliminary and experimental engineering drawings	drawings prepared by AF or contractor		see table 80-2
7	category II modification drawings	missile, aeronautical engineering drawings, specifications prepared by AFSC activities		see table 57-2.
*8	engineering data authorization to receive, requisition and invoice/shipping document, and request for data forms	AF Forms 1147 and 1149 and related forms		destroy when obsolete, superseded, or no longer needed.

NOTES

1 Destroy all paper prints and microfilm reproductions in both reel and card form in any manner that will render the documentation useless (see AFR 12-50, volume I, paragraph 4-10) (EXCEPTION AFLC will transfer the microfilm record copy of inactive or obsolete engineering data on aircraft to the Air Force Museum after retention periods specified above have expired The Air Force Museum will not release or disclose any data outside the government for which the ownership has been transferred to that organization, and is responsible for any reproduction of the data The Air Force Museum will insure protection of any proprietary data in accordance with AFR 12-30 and will so inform any other government agency that is provided data by the Air Force Museum of the government agency's responsibility to protect such data)

2. The AF record copy of undimensioned drawings will be retained in their original format and not reduced to microfilm or other miniaturization procedures

TABLE 67-16

AIRCRAFT/MISSILE STATISTICAL AND HISTORICAL RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	aircraft statistics	cards, listings, reports, gain and loss data, serial numbers, inventory	at HQ AFLC and other AFLC activities	destroy when no longer needed
2			at HQ USAF	destroy when no longer needed or after 4 years, whichever is later
3		subsidiary reports		destroy when no longer needed or after 6 months, whichever is sooner
4	individual master aircraft/missile/drone historical cards	cards used to account for all aircraft/missiles/drones, and which reflect all changes while in the AF inventory	at HQ AFLC and HQ AFSC	retire as permanent (see note)

NOTE. Offer to the National Archives in 5-year blocks when most recent document is 25 years old

68. Redistribution and Marketing. These tables cover records pertaining to utilization, conservation, or other disposition of personal property and exchange or sale of property in the custody of the AF Property Disposal Officer (not applicable to records covered in 67-series tables).

TABLE 68-1

SALES CONTRACT RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	individual sales	record copies of invitations for bid, lists of property scheduled for sale, abstracts of bids, deposit slips for payment, and related correspondence	transactions that deviate from established precedents with respect to disposal of surplus real property and related personal property	destroy 6 years after final payment
2			transactions over $2,500	destroy 6 years after final payment (see note)
3			transactions of $2,500 or less	destroy 3 years after final payment (see note)
4			transactions in oversea areas requiring security trade control actions	hold in current file area until completion of security trade control procedures, and destroy if retention periods in rules 2 or 3 have expired
5		information copies		destroy 3 months after final payment or when no longer needed, whichever is sooner
6	consolidated property sales	listing category files, original surplus property lists and discrepancies, and complete sales files (including copies of sales notices, abstracts of bids, contract summary sheets, and copies of each finance turn-in record)		destroy when last contract resulting from the consolidated sale is eligible for destruction (see rules 2 and 3)
7	unsuccessful bids	bid forms submitted by bidders and bidder registration cards of unsuccessful bidders	related to instances where award was made to other than the high bidder or where an unsuccessful bidder has submitted a protest or complaint	destroy 6 years after date of sale
8			not related to instances in rule 7	destroy 1 year from date of removal of all property sold on relatable sale

NOTE Records pertaining to outstanding exceptions, unsettled claims by or against the government, incomplete investigations, cases under litigation, or any other matter involving a specific request made by the Comptroller General of the United States are retained until clearance therefor is obtained, and then are destroyed if applicable time periods have elapsed

TABLE 68-2
EXCESS AND SURPLUS PROPERTY RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	AF surplus property account records	vouchers and supporting records, including stock record cards, property turn-in slips, and shipping documents that involve the receipt of surplus property		destroy after 2 years
2	AF excess property records	requests for disposition of excess property and related correspondence	at activities having physical possession of the property	
3	disposition of AF surplus and excess property	records that pertain both to the redistribution and utilization of property that is excess to overall AF requirements and to disposal of surplus property, correspondence and reports related to the status of all transfers, donations or disposal, and comparable matters relative to property disposition, including such forms as excess and surplus inventory data, exchange/sale property report, and report of excess personal property		destroy after 5 years
4	utilization of other government agency excess property	listings of excess property not required by the AF		destroy on expiration date
5		listings of excess property, requests for transfer, reports, and related correspondence, which are for property required by the AF, and reimbursement is not involved		destroy after 2 years.
6		listings of excess property, requests for transfer, records pertaining to transfer of funds, reports and related correspondence which are for property required by the AF, and reimbursement is involved		destroy 3 years after reimbursement obligation is liquidated

69. Storage and Warehousing. This table covers records pertaining to receiving, processing, placing, keeping, removing and issuing materiel. It includes storage methods, terms, requirements, space, and utilization. For storage and handling of armament, see table 136-2; for fuels, propellants and chemicals, see table 144-1.

TABLE 69-1
STORAGE AND WAREHOUSING RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	storage facilities and services contract	leases or rental agreements for storage facilities, and supplemental agreements thereto, storage building plans and plots, contracts for commercial storage services (such as garage, parking and storage space for administrative vehicles, commercial cold storage, storage other than railroad yards, commercial warehouse closed storage service, and railroad ground storage yards), change orders, supplemental agreements, and delivery orders for storage services, bills for services, payment vouchers, and related records		destroy in accordance with table 70-1
2	warehouse planning and layout	diagrams for warehouse, shed, open storage space or comparable records		destroy when superseded or obsolete
3	locator records	space control sheets, location sheets, location cards, bin tags, and other records which are a part of the location system for supplies and equipment, or used as a check of inventory of stock location		
4	warehouse receiving	copies of shipping documents, car arrival reports, tallies, or other comparable records used for car spotting, assigning labor and equipment, unloading of supplies, or other purposes connected with the receipt of supplies at depot warehouses		destroy 3 months after receipt of shipment.

TABLE 69-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
5	warehouse shipping	copies of records used for picking, packing and loading stock for shipment (such as shipping documents, tallies, reports of outbound freight cars, work assignment sheets, stock or packing tags)	at depot warehouses	destroy 3 months after shipment
6	labor and equipment for warehousing activities	work assignment sheets, working reports of the operation of materials-handling equipment, daily work reports showing such information as date, shift, cars or trucks loaded or unloaded		destroy after 6 months
7	storage control registers	voucher assignment registers, shipping control registers, tally number registers, and comparable devices		destroy after 3 years
8	storage reporting	storage space and occupancy reports	at MAJCOMs	
9		depot space and operating reports, monthly materiel-handling reports, or comparable reports relating to overall storage operation which are made to higher headquarters	at subordinate activities	destroy after 1 year
10	special weapons storage facilities report	site plans showing type and location of storage and maintenance facilities at AF bases for atomic, radiological and biological weapons	at bases and intermediate headquarters	destroy when superseded
11	aircraft-installed equipment storage	inventory records of aircraft-installed equipment which the aircraft maintenance officer has determined is used infrequently	at EMOs/BEMOs	destroy on removal of item from storage

***70. Contracting and Acquisition.** These tables cover records relating to contracting and acquiring materiel and services from sources from outside the AF.

TABLE 70-1
*CONTRACTING RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*1	general contract case files (paying office contract files are covered in table 177-18)	contracts, requisitions, purchase order, lease and bond surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment, and other records prescribed in the Federal Acquisition Regulation 48 CFR 4 805, contracting or purchase organization copy and related papers for internal audit purposes (see note 1)	transactions of $25,000 or less and construction contracts under $2,000	destroy 3 years after final payment
*2			transactions of more than $25,000 and all construction contracts exceeding $2,000	destroy 6 years and 3 months after final payment
*2.1			GAO copies of contracts	destroy 6 years and 3 months after close of contract
*3		utility contracts containing records of payment by the government for connection or termination charges associated with the service or records of payments to become due to the government by the supplier (e g , electric cooperatives, etc)		destroy 15 years after close of contract.
4			delivery order transactions for more than $10,000 written against utility requirements contracts to provide payment for services received	destroy 6 years after payment (Also see rule 5)

TABLE 70-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
4.1			delivery order transactions for $10,000 or less written against utility requirements contracts to provide payment for services received	destroy 1 year after payment (Also see rule 5)
5			records pertaining to exceptions or protest, claims for or against the United States, investigations, cases pending or in litigation, or similar matters	retain until final clearance or settlement, or until the retention periods otherwise specified for the records in rules 1 through 3 are completed, whichever is later
*5.1		all unsuccessful offers or quotations that pertain to contracts below the appropriate purchase limitation in FAR, Part 13		destroy 1 year after date of award or until final payment whichever, is later (Exception If the contracting officer determines that the files have future value to the Government, retain and destroy when no longer needed)
*5.2		contract status (progressing), expediting, and production surveillance records		destroy 6 months after final payment
*5.3		signed originals of justifications and approvals and determination and findings required by FAR Part 6, and of supporting documents and data		destroy 6 years and 3 months after final payment
*5.4		labor compliance records, including equal employment opportunity records		destroy 3 years after final payment.
6		information copies		destroy 3 months after final payment or when no longer needed, whichever is sooner
*7		records or documents other than those in FAR 8 405 (a)-(j) pertaining to contracts above the appropriate small purchase limitation in FAR Part 13		destroy 1 year after final payment
*7.1		records or documents other than those in FAR 4 805 (a)-(k) pertaining to contracts above the appropriate small purchase limitation in FAR Part 13		destroy 6 years and 3 months after final payment
*7.2		records pertaining generally to the contractor as described in FAR 4.801(c)(3)	at purchasing and contract administration offices	destroy when superseded or obsolete
7.3		duplicate or working copies		destroy when no longer needed
*7.4	Solicited and unsolicited unsuccessful bids	relating to transactions above the appropriate small purchase limitation in FAR Part 13	filed separately from contract case files	destroy hen related contract is completed
*7.5			filed with contract case files	destroy withe the related contract case file (see rules 1 and 2)
*7.6	successful bids and proposals			destroy with the related contract case files (see rules 1 and 2)
8	transactions that do not obligate funds	indefinite deliver-type contracts, call procurement arrangements, basic ordering agreements, and related records		destroy 6 years after expiration or termination.

TABLE 70-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*9	cancelled procurement actions	purchase orders and contracts which were cancelled before legally effective contracts were consummated, and related procurement records-such as notification of cancellation, various contractual forms, related correspondence, and other papers, and, if funds have been allocated, copy of the notification that the funds are to be cancelled (see FAR 4 801 (c)(1)		destroy 5 years after date of cancellation
10	subcontracts written under a fixed-price prime contract	contracts or lists of vendors submitted for approval as to source only	at the contracting offices administering the prime contract	destroy on completion of the subcontract
*11	Armed Services Board of Contract Appeal cases	notice of appeal, rule 4 records, complaint, answer (and/or motion), trial attorney's work papers, transcript of proceedings before the Board, exhibits, briefs, and Board decisions	sent to the Board in support of the parties' positions with regard to an appeal taken under the disputes clause of an AF contract, together with the working papers of the trial attorney charged with responsibility of representing the AF before the Board	destroy 10 years after final action on decision
12	engineering change proposals (ECPs)	adopted AF and/or contractor-initiated ECPs or VECPs concerning repair, modernization of AF items of equipment maintained as a part of the individual procurement case file	for AF and/or Security Assistance Program use, which result in change orders, supplemental agreements, or other instruments necessary for effecting contract changes	see rules 1 and 2
13			at the administrative contracting office as part of the official contract file	
*14		ECPs recommended for adoption by the AF, but not adopted		destroy after 2 years
*15		ECPs withdrawn by the contractor		
16		rejected ECPs		destroy 6 months after final payment under the contract
17	source selection proceedings	records of source selection boards, and their attendant working and evaluation groups	at procuring and/or technical evaluating offices	destroy with related contract
18		proposals furnished by a successful contractor	at the SPO or project monitor office	destroy 6 years after final payment of any contract resulting therefrom
19		proposals submitted by unsuccessful competitors		destroy with related contracts.
20		notes and working papers of group members		destroy after 1 year
21	small business program files	records used in congressional hearing regarding past small business actions and initiatives, statistics, and related papers	at purchasing offices, contract administration offices, and MAJCOM small business staff elements	destroy when superseded or obsolete
*22	individual vendor files	miscellaneous material indicating supplies and services offered by each vendor		destroy when individual document is superseded by a new record, when vendor is removed from list of suppliers, or on inactivation of the procurement activity, whichever is sooner
*23	numbered contracting letters	records used to announce contracting policies, procedures, instructions and solicitations-contract formats		destroy when superseded, obsolete and-or incorporated in the Federal Acquisition Regulation (FAR) or in a supplement to the FAR

NOTES
1 See FAR 4 803 for contents of contract files at the purchasing office, contract administration office, and the paying office
2 See FAR 4 803 for contents of contractor general files at purchasing and contract administration office

TABLE 70-2
OVERSEA CONTRACTING RECORDS (see note)

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
*1	contract control files	ledgers, purchase order logs, and individual contracting record cards	at contracting offices	destroy 1 year after completion of project
2	individual vendor files	miscellaneous material indicating supplies and services offered by each vendor		destroy when individual document is superseded by a new record, when vendor is removed from list of suppliers, or on inactivation of the contracting activity, whichever is sooner

NOTE Contracting transactions are made with Yen in Japan, or Deutsche Mark funds in the US area of Germany

TABLE 70-3
PURCHASE REQUEST RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	AF-originated PRs/MIPRs and project orders	PRs/MIPRs, project orders and related papers that result in one contract	at procuring activities and are filed either with individual contract file or as a separate series of records	destroy with related contract.
2		PRs/MIPRs, project orders and related papers that result in more than one contract	at procuring activities	destroy with contract having longest retention period.
3		PRs/MIPRs and project order case files	at responsible PR/MIPR and project order control offices within requiring activities	destroy 2 years after award of the contract
3.1		demand cards produced by ADP equipment	at procuring activities	destroy after processing through data processing installation and transaction document has been received or cancelled
3.2	AF-originated PRs/MIPRs and projection orders	PRs prepared and procured by the same ALC	at responsible PR/MIPR control offices	destroy at the end of the quarter in which the contract/order is awarded
4	other agency MIPRs and project orders (incoming)	MIPRs and project orders whose requirements are satisfied solely from AF stock	at PR/MIPR and project order in management activities	destroy 2 years after notification of supply action
5		MIPRs and project orders whose requirements are satisfied either by procurement action alone (direct citation or reimbursable procurement) or by combination of procurement and supply action		destroy 3 months after receipt of applicable contract completion statement
6	information copies of PRs/MIPRs and project orders			destroy 3 months after receipt of contract completion statement or other equal notification of contract completion, or when no longer needed, whichever is sooner
7	cancelled PRs/MIPRs and project orders		at responsible PR/MIPR and project orders control offices	destroy 3 months after cancellation date

TABLE 70-4

BIDS OR PROPOSAL RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	invitations for bids (IFBs)	successful bids which result in award of a contract	in the individual contract case file	see table 70-1
2		IFBs awarded to a contractor not under the jurisdiction of administrative contracting officers (ACOs)	with ACOs	destroy after bid opening date as shown on the IFB
3		IFBs and resulting bids in formal advertised procurements for which no contract was awarded after bids have been opened		destroy 1 year after date of bid opening, unless bidder asks return of his bid
4	unsuccessful bidders protest files	copies of IFBs abstracts, bids of successful bidders, any protester's bid contracting officers statement of facts, circumstances, conclusions, recommendations, supporting evidence submitted by the protester (such as specifications, drawings, exhibits, and examples), and related correspondence		destroy 3 years after final decision is submitted to protester
5	unsuccessful bids or proposals (including tie bids)	transactions after 25 Jul 74 for $10,000 or less, and transactions on or before 25 Jul 74 for $2,500 or less		destroy after final payment under the contract, or 1 year from date of award whichever is later
6		transactions after 25 Jul 74 over $10,000, and transactions on or before 25 Jul 74 over $2,500		destroy 6 years, 3 months after final payment of each contract.
7		records resulting from a protest or complaint		destroy after final resolution of case
8		bids that have been determined by the purchasing office to have future value to the government		destroy when no longer needed
9	identical bid report files	copies of identical bid reports for procurement, IFBs, abstracts of bids, and supporting records	at HQ AFLC for transactions after 25 Jul 74 for $10,000 or less, and transactions on or before 25 Jul 74 for $2,500	destroy after 3 years
10			at HQ AFLC for transactions after 25 Jul 74 over $10,000, and transactions on or before 25 Jul 74 over $2,500	destroy after 6 years
11			at purchasing/sales activities	destroy with procurement transactions to which they relate
*12	unsolicited proposals	voluntary proposals	rejected proposals	return to the offeror upon completion of the evaluation

TABLE 70-5

CONTRACT PERFORMANCE RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	construction contract performance records (see note)	contract progress reports		destroy 6 months after final payment under the contract
2		contractor's payrolls, with related certifications, antikickback affidavits, and other related records		destroy 3 years after final payment under the contract, or after settlement of claims, or completion of investigations, whichever is later

TABLE 70-5 CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
3		performance checklist and bond checklist		destroy 1 year after final payment under the contract
4		civil engineers construction inspection reports		destroy 1 year after final payment under the contract, or date of final action on any guarantee work, whichever is later
5	contract number assignment records	logs and similar records		destroy 6 years after completion of all contracts listed thereon
6		contract change notification master serial number register, and similar forms		
7	contractor performance record (CPR) and related data	CPR containing historical records of contractor performance data prepared by contract administration officer (CAO) on completed or terminated contracts of $100,000 or more	hold at CAO	destroy when no longer needed
7.1			buying activity and pre-award monitor data bank copies	
7.2			copies other than those in rules 7 and 7 1	
7.3		working files accumulated as a source of information, including but not limited to performance reports, contractor's work orders, sales orders, and tooling orders		
*7.4	contractor performance record (CPR) and related data	contractor performance records prepared by the Quality Assurance Evaluators (QAEs), i e , log books, AF Forms 370, discrepancy reports or any other supporting records	originated and maintained by assigned QAEs	destroy upon final close-out of contract when notified by procuring activity
8	subsidiary procurement records	expediting files relating to contract status (progressing), expediting, and production surveillance		destroy 6 months after final payment under the contract
9		correspondence advising contractors of priority ratings applicable to specific contracts		destroy on completion of related contract or purchase order
10	base procurement office records	base procurement management reports and procurement action reports		see table 70-14
11		action/summary cards		destroy 1 year after incorporating information into the monthly management report
12		followup cards and reporting data		destroy when no longer needed
13		procurement action register		destroy 1 year after close of the FY
14	procuring office custom entry records	consumption entry, consumption entry permit, summary of entered values, correspondence, and records relating to entry of material through customs and relate to entry and free-of-duty admission of material produced abroad or returned by the AF	at procuring offices	destroy after 5 years (EXCEPTION those records which are known to pertain to an unsettled claim, incomplete investigation, or pending litigation, are not destroyed until settlement of the claim or completion of the investigation or litigation)
15	approval of contractor operating procedures and flight crews			see table 60-5, rule 15

TABLE 70-5. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
16	project authorization records	authorizations and related records		destroy the same as related contract or purchase order, or when no longer needed, whichever is sooner
17	civil air carrier records	passenger contract airlift checklist and cargo contract airlift checklist		destroy after 1 year
18		contract violation notices		destroy after 2 years
19		civil air certificates	used by MAJCOM/CAOs to attest to the performance of flying services and as a means of identifying civil aircraft under AF contract or charter and retained with CAO procurement file	destroy with procurement case file
19.1			at other activities	destroy one year after completion of contract
20	procurement fraud case files	reports of irregularities in AF procurements prepared by the FBI, OSI, correspondence, and related records	at HQ USAF	retire as permanent.
21			at HQ AFLC, HQ AFSC, and their major subordinate commands	destroy 5 years after case is closed, or when no longer needed whichever is sooner (see table 205-3)
22			at MAJCOMs other than AFLC, AFSC and their subordinate echelons	destroy 1 year after case is closed
23	designation and termination of contracting officers and representatives	request for designation or termination, statement of qualifications, and the designation or termination and acknowledgement of receipt thereof	at MAJCOM and other designating offices	destroy 3 years after termination of appointment
24			at requesting activities	destroy 1 year after termination of appointment
25	contract approval and review records	contracts, contract modifications, commitment forms, invitations for bids, abstract of bids, requests for proposals, and supplemental data	at approval, monitoring, or "after the fact" review authorities	destroy after 3 years or when no longer needed, whichever is sooner
26	Government-furnished material property	reports compiled from stock record cards (cost category II), registers, reports of audit, monthly industrial property control activity reports, and related correspondence		destroy 1 year after return or other disposal of property involved, but exclusive of any report constituting a voucher to a contract property account.
27	US Government National Credit Card			see table 77-2, rules 19, 20 and 21
28	tax exemption certificates	cancelled copies of US Government tax exemption certificates, cover of US Government tax exemption certificate book, and tax exemption certification tabulation sheet		destroy 1 year after issuance of the last certificate in the book.
29		US Government Tax Exemption Identification Card		destroy on expiration or cancellation
30	affidavits from retired AF military and former civilian personnel	affidavits and related records filed by persons seeking to do business with the AF within 3 years after leaving the AF		see table 30-1

TABLE 70-5. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
31	labor compliance			destroy 3 years after final payment under the contract
32	property administrator systems survey case files	records described in DAR Supplement 3, part 4, related to surveillance of an industrial contractor's control of government facilities, equipment and other property in his possession	property administrator's copies	retire on completion of all corrective action and replacement by a subsequent system survey report reflecting no deficiencies, and then destroy after 5 years, except that system survey summary report case file may be retained for 10 years
33			official contract administration case file copies	see table 70-1
34	service contract standardization and improvement (including Contractor Operated Parts Stores and Contractor Operated Civil Engineering Supply Stores)	records on the development of standard solicitations and contract formats, Technical Representatives of the Contracting Officer checklists and guidance, pre-award survey guides and checklists, specifications, etc	at HQ USAF and USAF-designated OPRs	destroy when a revised format is issued or no longer needed, whichever is later
35			at implementing offices	destroy with related contract

NOTE Procurement Office copies are disposed of as part of related contract case files under table 70-1.

TABLE 70-6

BASIC AGREEMENTS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	basic agreements	agreements and changes thereto	at the purchasing office (PO) which negotiates and issues the agreements	destroy 6 years after date of termination or cancellation
2			at POs that incorporate basic agreement terms and conditions in supply and service contracts, and contract administration offices that administer such contracts	destroy 6 years after agreement has been terminated, superseded or cancelled and all contracts referencing the terms and conditions of the agreement have been closed out (see ASPS No 2, paragraph S2-302)
3			not incorporated in contracts	destroy when no longer needed
4			information copies	

TABLE 70-7

BAILMENT AGREEMENT RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	master bailment agreements		at office preparing and executing the agreement	destroy 6 years after agreement has been superseded or cancelled and all contracts referencing the terms and conditions of the agreement have been completed or terminated

TABLE 70-7. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
2			at activities other than rule 1	destroy when superseded or cancelled
3	bailment agreement files		at AF procurement activities	destroy 6 years after all property has been properly disposed of, and said agreement has been cancelled in accordance with pertinent directives
4			at other than AF procurement activities	destroy when superseded or cancelled

TABLE 70-8

RENEGOTIATION RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	performance data renegotiation	copies of performance data and background performance data records used in compiling such reports		destroy after 4 years (EXCEPTION records extended by mutual agreement as prescribed in 50 U S C App 1215(c) are destroyed on notification of completion of case from regional renegotiation board)
2	renegotiation status reporting	retained copies of reports and related correspondence		destroy after 3 years

TABLE 70-9

CONTRACT CLAIMS RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	50 U S C 1431-5 contract claims case files			destroy 6 years after final decision on completion of claim, or on completion of contract, whichever is later, subject to approval by HQ AFLC
2	General Accounting Office contract claim case files	retained copies of contractual records, purchase requests, bills of lading, finance office vouchers, multiple records submitted by claimants, and related correspondence, forwarded to GAO for final administrative adjudication and settlement of claims originated by private individuals and corporations against the AF	at appropriate MAJCOMs	destroy 2 years after date of final adjudication and closing of claim
3			at other than MAJCOMs	destroy after date of final adjudication and closing of claim
*4	indemnity agreements between intercontinental ballistic missile contractors and the government under 50 U S C 1413	original copies of the agreement	maintained by the contracting function	destroy after 50 years
*5		duplicate copies or information copies	maintained by any function	destroy when superseded or obsolete See table 70-1

TABLE 70-10

CONTRACT TERMINATION AND SETTLEMENT RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	plant clearance referral case	termination inventory schedules, certificates of allocability letters of authority approving property disposition, records reflecting disposal credits, copies of reports to higher headquarters correspondence between contracting officers and referral activities and between AF contractors and referral activities, and related records	at activities accomplishing referral action	destroy 3 years after close of case at all activities, except for those records forwarded to and made a part of the official contract files (see table 70-1)
2	plant clearance board case files	minutes of meetings, plant clearance memoranda, exhibits, inventories, notices sent to plant clearance officers, and related papers		destroy after 1 year
3	settlement review board	minutes of board meetings, closing reports, audit reports, settlement proposed papers, memoranda of meetings, and supporting material relating to settlement and termination of AF contracts		
4	termination reporting	retained copies of reports and related correspondence, including reports on status of terminated fixed-price or cost-reimbursable-type contracts, and reports on partial payments	at other than terminating contracting office	destroy when no longer needed
5	contract termination authority register			destroy 6 years after last entry on page.

TABLE 70-11

AF CONTRACTORS INSURANCE PROGRAM RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	AF contractors insurance program	contractors insurance policy program and/or plans and amendments thereto, forwarded to MAJCOM for review and approval, including correspondence and related documents	at MAJCOMs	destroy 6 years after premium accounting with the insurer has been finalized
2			related to outstanding exceptions, unsettled claims by or against the US Government, incomplete investigations, litigations, or requests made by the Comptroller General of the US	destroy when clearances are obtained.
3			below MAJCOMs	destroy 1 year after premium accounting with the insurance company has been finalized, or when no longer needed, whichever is sooner

TABLE 70-12

CONTRACTOR TECHNICAL REPRESENTATIVES/TECHNICIANS RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	technical representative personnel records	informational personnel records, such as character references, security obligations, letter orders, and miscellaneous records which record the services of civilian representatives of contracting corporations	at MAJCOMs	destroy after requirements imposed by contract administration have been satisfied
2			below MAJCOMs	destroy after 1 year, or when no longer needed, whichever is sooner
3	report of contractor technicians	monthly status report of contractor technicians, and supporting records		destroy after 4 years

TABLE 70-13

CONTRACTOR CAPABILITY RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	procurement data source files	up-to-date information on all contractors who contact procurement centers	at procurement activities for their buyers and negotiators	destroy when superseded, rescinded, or no longer needed
2	pricing and financial analysis and control records	overhead and independent research and development negotiation correspondence, reports, memos, and worksheets, contractor's brochures, evaluation of IR&D programs and overhead audit reports; and copies of reference/working material collected		destroy when no longer needed
3	financial data case files reflecting current financial capabilities of present and potential contractors	financial and operating statements of commercial companies		destroy after 10 years
4		articles or certificates of incorporation	at MAJCOMs	destroy 12 years after final payment on last contract to contractor
5		other financial data, such as credit records, cash flow sheets, backlog reports, requests for financial clearance, with supporting attached information, secretarial approval forms, commercial credit agency reports, credit letters from financial institutions, manufacturers and other commercial agencies; financial agreements between commercial manufacturers, including subordinate agreements, guarantees, etc, from banks and commercial companies, articles of incorporation and financial analyses, newspaper reports, and related papers and correspondence		destroy after 5 years
6	AF Contractor Experience List (AFCEL) case files	correspondence recommending changes to the list	at HQ USAF, and recommending or concurring headquarters	destroy 1 year after contractor is removed from the list.
7	joint consolidated list of debarred, ineligible and suspended contractors		at HQ USAF, HQ AFLC/JA, and recommending activities	
*8	civil air carrier contracts	solicitations-contracts, performance specifications, survey reports, financial evaluations, and related records	at HQ MAC-TRCC	destroy when superseded, obsolete, or no longer needed

TABLE 70-14

PROCUREMENT REPORTS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	procurement action reports	procurement action reports, special action reports, monthly forecast reports, contract settlement reports, monthly procurement summary by purchasing office		destroy after 3 years (EXCEPTION master AF procurement history tapes at HQ AFLC are held for 5 years)
2	report of contract protection and maintenance of surplus family housing			destroy 2 years after origination

TABLE 70-15

OAR ADVANCE PAYMENT POOL AGREEMENT RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	primary file	determination and findings, advance payment pool agreement and amendments, establishing payment voucher, and related correspondence in each category		remove from active file on closing out of pool, and destroy after 6 additional years
2	secondary file	transfer vouchers, deposit slips, bank statements, and miscellaneous correspondence		destroy 6 years after end of the FY to which they pertain

TABLE 70-16

CUSTOMER INTEGRATED AUTOMATED PROCUREMENT SYSTEM (CIAPS)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	CIAPS records	requests for proposal/quotation, trailers, and abstracts	at procurement activities in the CIAPS mode	see table 70-1, rule 1
2		procurement summary control registers and open unprice purchase order listings		destroy after 30 days
3		base procurement management reports and monthly procurement summaries by purchasing offices		destroy after 3 years
4		vendor (no-reply) notices, holdover demand listings, error listings-base procurement, procurement notices, followup requests, purged vendors (monthly contract), contract expiration notices, invalid records purged, and deleted vendor (open market) mass delete		destroy after 90 days
5		walkthrough/special project status listings, and critical purchase requests		destroy after 60 days
6		purged purchase requisition records and purged items		destroy after 6 months
7		transaction logs-base procurement, vendor performance, blanket delivery order/purchase agreement call registers, contract, delivery order, imprest fund and purchase order registers, decentralized actions, buyer performance reports, workload branch/section, modification actions, awards by vendor location and type, and monthly statistical data		destroy after 1 year
8		item listings-stock number change, stock number change lists, master ship-to address registers, deleted vendors (open market), deleted items, open PR lists, item listings (procurement and customer B), nondeleted vendors, master source/vendor lists, and address labels		destroy when obsolete

TABLE 70–16. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
9		procurement reconciliation action listings, customer notices, and status transactions		destroy after 120 days
10		bidder mailing list applications		destroy when no longer needed
11		vendor activity summaries		destroy after 1 year or when obsolete, whichever is sooner

71. Packaging and Materials Handling. This table covers records pertaining to management control and methods of preserving, packaging, marking and handling of supplies and materiel, materials-handling devices, equipment, and systems.

TABLE 71–1
PACKAGING AND MATERIALS HANDLING RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	technical and procurement data records	item identification and container markings and specification coordinating policy records—such as regulations, standards, and manuals—and related correspondence		destroy after publication has been rescinded, superseded in its entirety, no longer applicable, or after the project has been completed, whichever is sooner
2	packaging evaluation projects	correspondence, proposals, standards, specifications, design data, test results, deficiency reports, packaging orders, quality products lists and related supporting data		destroy after 8 years or when no longer needed, whichever is sooner
3	mechanized materials handling system records	correspondence, drawings, specifications reports, proposals, minutes of meetings, labor standards, flow charts, funding data, cost analysis and related supporting data		

72. Federal Supply Cataloging. This table covers records pertaining to identification, classification, cataloging and coding of supply items used throughout the Department of Defense.

TABLE 72–1
CATALOGING RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	cataloging data	Federal Supply Catalog item identification cards/AF Stock Number File, alphanumeric file, and Federal Supply Catalog/National Stock Number file		destroy when superseded or obsolete
2		detail card part number bile, detail card National Item Identification Number (NIIN) file, trailer card NIIN file, and trailer card National Stock Number file		
3		similar or related records		
4	cataloging control	IBM listings		destroy after 1 year
5		card files		
6		copy of status equipment records		
7		government acceptance record of contractor-prepared item identification		
8		similar or related records		

TABLE 72–1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
9	item descriptions of electric or electronic equipment	AF item identification and nomenclature cards prepared by JCENS in Washington, DC		destroy when information is incorporated into Federal Supply Catalog items identification card
10		similar or related records		destroy when item is obsolete
11	listings in card or book form	all items used by the Federal Government which contain item identification, National Stock Number and description data, logistics item data card, Federal Supply Catalogs, guides, and codes; and similar or related records		destroy when superseded or obsolete
12	source material	Federal Supply Catalog items identification card, facsimile cards, and other cards		
13		visible file indexes		
14		similar or related records used in the AF stock list and supply catalog system which reflect and make available in book form Federal Supply Catalog System items used by the AF		
15		stock list control data		destroy on completion of punch card operation and subsequent verification.
16		cataloging manuscript		destroy on completion of necessary file panels
17	project files	letters of transmittals, minutes of conferences, correspondence pertaining to the Federal Supply Catalog program, and other related records		retire as permanent.
18		request for AF stock list data or comparable forms		destroy 6 months after all actions have been completed
19	cataloging reports		at requesting activity	destroy after 1 year
20			at preparing and/or intermediate activities	destroy 6 months after supersession

73. **Standardization.** This table covers standardization of practices processes, materiels, items, equipment, parts, assemblies, and subassemblies to achieve the greatest practicable uniformity in items of supply and engineering practices.

TABLE 73–1
STANDARDIZATION RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	standardization records	AFLC and AFSC standardization forms used in assigning status to AF equipment	applicable only to the AF	destroy 3 years after related equipment has become obsolete, is removed from inventory, or when no longer needed, whichever is later
2			of concern to DOD or other military departments	destroy 3 years after related materials and equipment have become obsolete to all military departments, or when records have been superseded, cancelled, or rescinded, whichever is later

TABLE 73-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
3	interchangeability records	cards and similar or related records used in determining item and equipment interchangeability and substitution		destroy 5 years after related equipment has become obsolete, is removed from inventory, or when no longer needed, whichever is sooner
4	international standardization	Military Agency for Standardization–NATO, including USAF–RAF–RCAF working records, arranged by projects	project files	retire as permanent
5		records of air standardization coordinating committee special working groups, groups of experts, and subgroups at MAJCOMs, arranged by project number		
6		Air Standardization Coordinating Committee (ASCC) and NATO MAS test project agreements (TPA/CTPA), correspondence, and unit property records (jacket files)	with USAF ASCC and NATO MAS equipment representatives	destroy 1 year after closeout provided audit requirements have been satisfied (see table 175-2)
6.1			all other copies	destroy 1 year after closeout or when monitoring is complete, whichever is sooner
7		ASCC annual reports used for reference, review, and evaluation by member air forces	record copies at HQ USAF	retire after 5 years as permanent.
8				destroy when no longer needed

74. Quality and Reliability Assurance. These tables cover records pertaining to quality assurance policies, procedures, and techniques applicable during the acquisition of products and services. These records include records of quality characteristics, sampling procedures, and other methods of recording the quality of products and services, quality and inspection systems, and processes. It includes records of the prevention and prompt detection of defects in acquisition procedures which may adversely affect the quality of products and services, and the methods of analyzing deficiency trends.

TABLE 74-1

ACQUISITION QUALITY ASSURANCE RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	prime contracts and related data	copies of contracts, specifications, contract changes and amendments, records, forms, and other media used in planning, conducting, and recording the results of product inspection, auditing of both AF and contractor quality assurance systems and procedures, and effecting clearances of deficiencies revealed		destroy 1 year after final shipment on the contract
2	subcontracts and related data			destroy 6 months after final shipment on the subcontract
3	surveillance records	production identification charts, personnel distribution and duty assignment charts, product inspection records and summaries, procedures and systems reviews and summaries, discrepancy and corrective action records and summaries, quality trend charts and summaries, comparable forms and related papers		destroy 1 year after action has been completed, or 1 year after inactivation of activity, whichever is sooner
4	survey records	special survey records, staff summary reports, and related papers		destroy 18 months after action has been completed, or 1 year after inactivation of facility or operations, whichever is sooner

TABLE 74-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
5	inspection records	contractor's written agreement and AF approval of single standard quality assurance system materials, and process certifications, and approvals of personnel and/or equipment comparable certifications or approvals, and related papers		destroy 6 months after cancellation of the certification and/or approval, or inactivation of facility, whichever is sooner
6		inspection log sheets, material review board decisions, material inspection and receiving reports, inspector's copy of contractor's shipping record, invoice or packing sheet bearing approval stamp of AF inspector, AF flight test check lists, reports of discrepancies during acceptance inspection and flight test of aircraft, contractor's test reports, comparable forms, and related papers		destroy 1 year after action has been completed, or 1 year after inactivation of facility or operation, whichever is sooner
7	unsatisfactory, damaged, or defective material	report of damaged or improper shipment, comparable forms, reports and related papers		see table 66-1
8	other than AF contracts			destroy 1 year after final shipment on the related contract
9	foreign military sales (FMS) and NATO inspection case files	statement of inspection cost and certificate of inspection, offer and acceptance, foreign government requests, and related documents		destroy 3 years after US Government inspection is performed or case is closed
10	material inspection exchange agreements	copies of formal exchange agreements between the AF and other Government agencies in connection with the interchange of materials inspection service, applicable directives, correspondence filed therewith concerning transfer of inspection cognizance, inspection exchange agreement lists, reports of conferences, and related records		destroy 1 year after related exchange agreement is superseded or rescinded
11	photographic material inspection	radiographs, micrographs, and other film and prints acquired in the process of inspecting material before acceptance by the AF		destroy 6 months after final payment on related contract (see note)
12	quality deficiency reporting	Category I and II quality deficiency reports (QDRs) quality performance trends, summaries of contractor's performance and related deficiency reporting media occurring during modification, periodic depot maintenance (PDM), overhaul of aircraft, engines and aircraft components by depot maintenance facilities and by contractors		destroy 1 year after completion of corrective action
13			maintained for reporting deficiencies and the development of trends on the contractors performance and materiel as relates to work conducted at other than the depot maintenance facility	destroy 3 years after submission of the deficiencies for corrective action
14	USAF subsistence standardization files	subsistence specifications, unsatisfactory material reports (subsistence), packaging improvement reports, consumer level quality audit program protocols and computer output, and related correspondence		destroy when no longer needed

NOTE When photographic material inspection records relate to an unsettled claim, they are not destroyed until settlement of claim

TABLE 74-2

SUPPLY QUALITY CONTROL RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	supply surveillance, inspection and analysis	destination acceptance inspection record and comparable records		destroy after 1 year
2		receiving inspection data summary, and comparable records		destroy after 3 months (EXCEPTION when action is pending, destroy on completion of action)
3		charts, graphs, trends, special and summary reports, and comparable records		destroy after 4 years
4	data establishing control requirements relative to acceptance at destination	copies of prime contracts, PRs/MIPRs, data sheets, contract changes, amendments, and other applicable data		destroy 6 months after receipt of final shipment on the contract
5	inspection instructions, standards and procedures	copies of stock lists, addenda, technical orders, manufacturers parts lists, specifications, drawings, and other records establishing identification, marking, and packaging requirements, reinspection dates, physical characteristics etc ,		destroy when superseded or obsolete
6	materiel review board	board decisions, record of all board actions, followup control procedures used in remedying causes of discrepancies, etc ,	at materiel review boards relative to problems arising in destination acceptance, discrepancies in packing, marking and minor identification errors and more technical types of discrepancies involving questions of substitutions and variations from purchase orders, specifications, drawings, requirements etc ,	destroy 2 years after action has been completed, or 1 year after inactivation of the facility or operation, whichever is sooner

TABLE 74-3

*QUALITY ASSURANCE STAMP RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	quality assurance (QA) stamp records	records pertaining to requests for stamps from and turn-in of stamps to, parent QA office, including letters of transmittal and acknowledgements of receipt		destroy 1 year after return of related stamps to parent QA office
2		records pertaining to issuance of a stamp to an individual and to subsequent loss or turn-in		destroy 1 year after final turn-in of stamp by individual.
3		semiannual certification of accountability		destroy when superseded or obsolete
4		perpetual inventory of stamps, including type, stamp number date of issue, and unit or individual's name		
5		unissued stamps	at MAJCOMs	destroy when unserviceable or no longer needed
6			below MAJCOMs	send to parent QA office when unserviceable or no longer needed, as applicable

75. Transportation and Traffic Management. These tables cover records relating to the movement of AF passengers, cargo, mail and personal property (household goods, baggage, and privately owned vehicles) via rail, highway and ship transport; passports, customs clearance, storage-in-transit and watercraft.

TABLE 75-1

MILITARY STANDARD TRANSPORTATION MOVEMENT PROCEDURES (MILSTAMP) (EXCEPT LOGAIR AND MAC RECORDS)

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1	transportation control and movement records	inbound and outbound hard copies and punch cards		destroy on completion of required listings
2	cargo manifests revenue and nonrevenue			destroy 3 years after date shipped/ received
3	(RESERVED)			
4	special handling data			destroy 60 days after date shipped/ received
5	traffic transfer receipts			destroy after 2 years
6	(RESERVED)			
7	manifest header data			destroy when PCAM manifest header card is punched
8	transportation traffic control number registers			destroy after 60 days
9	shipment planning worksheet			destroy after 1 year

TABLE 75-2

CUSTOMS AND ENTRY REQUIREMENTS RECORDS

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1	personal property inspection and clearance	records used for inspection, processing and customs clearance of personal property (including accompanied or unaccompanied baggage), such as certificates of retention for captured material, trophies, certificates of ownership or right to possess items of Allied nation's materiel, certificates of retention and customs declarations, receipts for articles withdrawn by inspecting officers for accompanied baggage, blanket declarations and summary sheets prepared by transport commanders, statements of authority to retain captured materiel, trophies, and related records		destroy after 2 years
2	(RESERVED)			
3	customs clearance	records used in clearing cargo of US Armed Forces	at aerial port squadrons and AF transportation offices	destroy after 3 years (EXCEPTION criminal action, military discipline, or investigations records are destroyed after completion of such action, but not before 3 years)
4	(RESERVED)			
5	Turkish "Beyanname" customs	individual folders maintained for military and civilian personnel used to record all household goods, personal effects and automobiles brought into or acquired in Turkey		hold in Turkey indefinitely

TABLE 75-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
6	ammunition certificates	certificates used as a device to prevent the entry of live ammunition into the US by individuals either on their person or in their baggage		destroy after final inspection of baggage at port of embarkation in the US, provided there is no disciplinary action pending as a result of final inspection
7	procuring office custom entry records			see table 70-5.
8	declaration certificate	custom declaration covering individual's personal property	held by customs control officers, SEA	destroy after 1 year
9	Greek customs	individual folders maintained for military and civilian personnel used to record household goods, personal effects and autos brought into or acquired in Greece		destroy 2 years after individual clears customs and no discrepancies exist

TABLE 75-3

PERSONNEL MOVEMENT

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	troop movement	records concerning routing, departure, arrival, organizations, equipment requirements, car numbers, troop movement commanders reports, and similar information		destroy after 3 years.
2	movement orders	movement orders for troops moving through an aerial or water port of embarkation	at port of embarkation	destroy after 2 years.
3	transportation requests and meal tickets, MAC transportation authorizations (MTA) (also see table 75-9)	transportation requests, MTA, and meal tickets, including cancelled copies, records relating to issue thereof, transportation certificates for passenger travel, and related correspondence		destroy 3 years after completion of project or requested travel (see rule 16).
4		reports of issued transportation requests, and related records		destroy after 2 years, or on inactivation, whichever is sooner
5	traffic coordination	applications and requests for reservations and accommodations, card indexes, correspondence, reports, and related records which do not involve the issuance of procurement records, i e, TR, MTA, and requests for air carrier service		
6	dependent travel (See table 75-9)	applications for transportation of dependents, travel orders, certificate of dependency, and related records		destroy 1 year after final action (see rule 16).
7 thru 12	(RESERVED)			
13	use of special conveyance for passenger travel			destroy after 2 years
14	(RESERVED)			
15	area clearance for oversea theaters	correspondence between AF activities requesting and granting authorizations for official visits to oversea theatres		see table 10-3, rule 1
16	time extensions of travel and transportation entitlements	reports of casualty, retirement orders, and related records, correspondence, and certificates		destroy after 10 years

TABLE 75-4

MATERIEL MOVEMENT RECORDS (see note)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	signature and tally record, report of shipment (REPSHIP) messages and tracer actions on classified or sensitive material	records constituting a system for receipt and tally and for control of classified and sensitive items in the transportation system	held by both origin and destination transportation officers	destroy 2 years after shipment is receipted for at destination
2	Government Bills of Lading (GB/Ls)	property shipped and property received GB/Ls, freight bills, shipping records, express receipts signature and tally records waybills, dray tickets, holding orders, switching orders, demurrage reports, transit reshipping certificates, records of transit, freight bills and tonnage credits, report of survey (discrepancies incident to shipment of materials) DOD single line items release receipt records, and related papers	for outbound and inbound shipments not covered by rules 3 and 4	destroy after 3 years
3			for outbound shipments of salvaged or rejected materiel to consignees who assume freight charges for shipment	destroy after 1 year
4			for inbound shipments where freight charges are prepaid by shipper	destroy after 2 years. (See rule 16 for shipments that have been recorded for transit storage)
5	(RESERVED)			
6	ocean terminal and inland linehaul cargo reports	breakbulk and/or container port handling and linehaul costs	issued by oversea MAJCOMs	destroy after 1 year
7	GB/L registers	journals containing data on each bill issued or accomplished, to whom or by whom issued, date of issue or accomplishment, consignee, consignor	for other than household goods GB/Ls	destroy 3 years after last entry
8			for household goods GB/Ls	destroy after 6 years
9	applications for GB/Ls	applications for GB/Ls to be furnished to contractors		destroy after 1 year
10	(RESERVED)			
11	car handling	transportation officers books that record every car handled, and include information necessary to check demurrage bills and agreement abstracts submitted by carriers in support of bills		destroy after 3 years
12	car control and processing	records reflecting cars en route, received, placed, loaded, unloaded and dispatched, and similar car control reports		destroy after 6 months
13	weekly carload routing	forms prepared by transportation officers authorized to route domestic carload or truckload shipments of freight		destroy after 1 year
14	government freight warrants or waybills	government freight warrants, waybills, or cargo manifests covering movement of Government supplies or materiel by Government transportation facilities		destroy after 3 years
15	(RESERVED)			
16	storage-in-transit	inbound GB/Ls, transit reshipping certificates, record of transit freight bills, and tonnage credits		destroy 3 years after final movement
17	routing orders	requests for routing, route orders, confirmation on route orders, unit permit authorizations, and related correspondence		destroy after 5 years (EXCEPTION destroy non-repetitive (one-time) route orders with related bill of lading per rule 2)

TABLE 75-4. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
18	interchange agreements	agreements between AF installations and rail carriers on use of Government-owned trackage by common carriers and operation of Government-owned equipment over commercial railroad trackage, including related correspondence	at procurement offices	destroy on cancellation or supersession of the agreement, or when the AF is relieved of accountability of the installation, whichever is sooner
19	highway bridge toll ticket controls	requests for purchases, orders for supplies or services, letters of request, and transportation orders		destroy after 2 years, subject to table 175-2
20	public file of GB/Ls	public file, in printout form, of GB/Ls	at transportation offices	destroy one year after monthly cutoff
21	transportation unit control records	records constituting a system for controlling the identification of separate shipments		
22	appointment of transportation officers and agents	copies of appointment orders, requests for appointment, qualifications of potential appointees, termination of orders of appointment or revocation	at MAJCOMs and major subordinate commands	destroy 3 years after termination and/or revocation of appointment
23			at requesting activities	destroy 1 year after termination and/or revocation of appointment.
24	Department of Transportation Special Permits	new or modified special permits, waiver of Federal, state, municipal or other authorities regulations for the transportation of explosives or other dangerous materials by commercial carriers, and related papers	at all cargo transportation activities	destroy when no longer needed, or after 1 year, whichever is sooner

NOTE See table 75-9 for personal property movement records

TABLE 75-5

WATER MOVEMENT RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	vessels	forms used by port air officers to record shipping data on material shipped by surface transportation		destroy after 6 months
2	ocean passenger traffic	passenger invoice recapitulation, shipper destination summary sheet, berthing plan, port identification and recapitulation sheet, passenger list recapitulation, certificate of health and related records	information copies held by airport officer	destroy after 2 years
3		manifest covering passengers loading or unloading at a port		
4	ocean cargo manifests	manifests, shipping records, hatch tallies, disposition sheets, security cargo receipts, cargo discharge reports, delivery tallies, discrepancy reports, and related documents	at ports of embarkation and activities that control and are directly responsible for ocean shipping	destroy after 10 years (EXCEPTION those involved in claims litigation, or investigations are destroyed after completion of such action, but not before 10 years)
5			at MAJCOMs and are used for advance planning, diversion, or control purposes	destroy after 1 year
6	harbor craft	boat dispatch sheets not covered in rule 7		destroy after 3 months
7		records pertaining to harbor craft involved in acts of misuse or abuse resulting in disciplinary action, or that pertain to craft involved in accidents or other unusual situations		destroy with the case file of which they become a part
8	marine masters operation and maintenance log	marine master record logs, or logs for boats dropped from accountability		destroy after 5 years

TABLE 75-6

HIGHWAY TRAFFIC CONTROL AND SUPERVISION RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
*1	permissible motor vehicle operating distance (POD)	letters establishing a local POD and letters requesting to exceed the local POD approved by the local vehicle authorization/utilization board (VAUB)	established by the vehicle operations officer (VOO) and kept by the requesting vehicle control officer (VCO)	destroy when superseded, obsolete, or no longer needed
2	motor vehicle movement over public highways	administrative records, such as special road laws relating to State Highway Commission, DOD Directory listing military and state officials authorized to request and issue permits for oversize, overweight, or other special military movement on public highway, comparable records, and related correspondence		destroy when superseded, obsolete, or no longer needed
3		request for waiver, applications for and permits to move military vehicles over state highways, permits, and related correspondence	at issuing activities and are not related to claims against the AF involving transportation of vehicles	destroy after 5 years.
4			at issuing activities and are related to claims against the AF involving transportation of vehicles	they become a part of and are disposed of with the related claim file.
5			at other than issuing activities	destroy when no longer needed, on final adjudication of claim, if applicable, or on inactivation of the activity, whichever is sooner
6	traffic reports	reports which reflect the volume of vehicular traffic entering or departing an installation or access road		See table 125-1

TABLE 75-7

MILITARY OVERSEA AND DOMESTIC TRANSPORTATION REQUIREMENT RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	cargo channel traffic airlift requirements	forms and related records	at HQ AFLC and HQ MAC	destroy after 2 years
2	special airlift requirements via MAC			
3	passenger channel traffic airlift requirements			
4	sealift cargo requirements		at HQ AFLC	
5	MSTS utilization reports			
6	records in rules 1 through 5		at other than HQ AFLC and HQ MAC	destroy 6 months after month of movement

TABLE 75-8

TRAFFIC MANAGEMENT DATA

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	statistical data on the movement of passengers, personal property and cargo	reports and related records	at MAJCOMs and below, except MAJCOM consolidated reports	destroy after 1 year
2			MAJCOM consolidated reports	destroy after 6 years
3	transportability, transportation or packaging data in support of systems, subsystems or special project development, acquisition and/or test	inputs to IFBs, RFPs, work statements, systems specifications, drawings, statements of requirements, statistical characteristics, analyses, contractor's responses to transportability data calls, containerization project in support of specialized needs, transportability, packaging and/or transportation studies and analyses; inputs to program/project records, reports and supporting data thereto	at the traffic management activity supporting systems program offices, equipment and subsystems management/acquisition activities, project offices, procurement offices, laboratories and related functions engaged in the development, acquisition, test and deployment of systems, subsystems, and equipment	destroy upon completion of project, or when no longer needed, whichever is sooner

TABLE 75-9

PERSONAL PROPERTY MOVEMENT AND STORAGE

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	personal property shipment records	alphabetically arranged case files on the shipment and temporary storage of household goods, mobile homes, and unaccompanied baggage (see notes 2 and 3)	records on domestic shipments	destroy after 3 years
2			records on international shipments	destroy after 6 years
*2.1	Personal Property Shipment Records	alphabetically arranged case files on the shipment and temporary storage of household goods, mobile homes and unaccompanied baggage	records on nonpermanent case files which are forwarded to a Joint Personal Property Shipping Office (JPPSO), Central Personal Property Shipping Office (CPPSO), or a Central Booking Office (CBO)	destroy after 6 months
3	Do It Yourself (DITY) moving program (public file)	copy four of DD Form 2278, Do it Yourself Counseling Checklist	at TMOs	destroy after 1 year.
4	quality control/tonnage distribution records	carrier performance files, facility inspection reports, except initial inspection reports, and quality control reports from members and destination traffic management offices		destroy after 2 years or when no longer needed, whichever is later.
4.1		Carrier Evaluation and Reporting System (CERS) documents other than tonnage distribution rosters		destroy 1 year after new listings are received, or when no longer needed, whichever is later
4.2		tonnage distribution rosters	held by traffic management offices	destroy 6 years after closeout

TABLE 75-9. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
5	letters of intent of approved carriers	letters of intent filed with transportation officer by carriers desiring to participate in DOD traffic		return to carrier
6	shipment of privately owned vehicles (POV)	POV shipping records, affidavits, certificates, and powers of attorney or informal letters of authority		destroy 3 years after date of shipment
7	household goods nontemporary storage accounts system (NOTEMPS)	alphabetical case files consisting of storage records (service orders, applications for nontemporary storage, travel orders or other fund citing authority, and other pertinent records)		destroy 3 years after files become inactive (see table 75-3, rule 16)
8		transaction edit lists		destroy after 6 months
9		invalid card identification transaction type listings		destroy on correction and resubmission of corrected transactions
10		master rate file (basic agreement rate spread list, cost comparison list, and related papers)		destroy 3 years after the files become inactive
11		master record list and expiration date list		destroy after 3 years.
11.1		alpha contractor list, service order list, accounting classification summary list, and quarterly conversion to member's expense list		destroy after 6 months or when no longer needed
12		"as required" transaction punch cards		destroy 3 months after the end of the quarter accumulated
13		rate transaction punch cards		retain latest GT (gov't rate) and latest RN and RT (revision) cards in active file, destroy superseded cards after 3 months (see AFR 75-17)
14		consolidated monthly and quarterly invoices/annual service order renewal listings		destroy after 3 years (see table 75-3, rule 16)
15		contractor facility files records of all transactions with contractors having basic agreements with DOD		destroy 1 year after all storage accounts paid by the government have been removed from the contractor's facility
16		RCS MTMC-20 report and quarterly management information list		destroy after 1 year

NOTES·
1 Dispose of original payment records relating to personal property (household goods) under table 177-5
2 Maintain case files with records on both international and domestic shipments under rule 2
3 Hold case files involved in excess cost rebuttals until completion of action, or until the normal retention period expires, whichever is later

76. Military Airlift. These tables prescribe disposition instructions for records relating to the transportation of cargo, passengers, mail, and personal property via MAC airlift (both MAC military and commercial augmentation), LOGAIR, and other non-MAC military aircraft.

TABLE 76-1
AIR TRANSPORTATION RECORDS (EXCEPT LOGAIR)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*1	MAC transportation authorizations, MAC passenger lists, and travel orders		for airlift service industrial fund (ASIF) traffic at originating stations	destroy after 2 years

TABLE 76-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
2			for revenue traffic other than rule 1 and nonairlift service industrial fund (non-ASIF) traffic at originating stations	destroy after 6 months
*2.1	transportation control and movement for cargo and mail			destroy after manifest listings are made
3	cash collection vouchers			destroy after 2 years.
*3.1	registered mail manifest	registered mail manifest and DD Form 1384, Transportation Control and Movement Record used for airlift service industrial fund (ASIF) traffic	at originating and terminating stations	destroy after 1 year
4	traffic transfer receipts			
*5	cargo/passenger manifests representing billable revenue for transportation, aeromedical evacuation, and special assignment airlift missions (SAAM), mail or rush baggage manifests, release from claim for property damage or personal injury		for airlift service industrial fund (ASIF) traffic at originating and terminating stations	destroy after 1 year (EXCEPTION in event of accident, destroy after 5 years) (See rule 19 for patient manifests)
6			for revenue traffic other than rule 5 and nonairlift service industrial fund (non-ASIF) traffic at originating and terminating stations	destroy after 6 months
6.1	cargo/passenger manifests other than those covered by rules 5 and 6			destroy after 1 month (EXCEPTION in event of accident, destroy after 5 years)
*6.2	truck manifest	truck manifest and local release forms used to document the release of terminating cargo and mail from the airlift system		destroy after 6 months
*6.3	aerial port control log	manifests and forms used to show date and purpose of the Airlift Control Element (ALCE) and aid in completion of required reports		destroy after 2 months EXCEPTION In event of accident, destroy after 5 years
*7	baggage irregularity files	inventories, tracer actions, baggage identification tags, rush baggage tags, and related correspondence that are records of lost, found, pilfered, and damaged baggage used to support claims for reimbursement or return to owner		destroy after 1 year
*7.1			at HQ MAC Baggage Service Center	destroy after 2 years
*8	transportation discrepancy reports	reports pertaining to traffic irregularities, packaging and handling deficiencies, over, short, damaged, pilfered, and lost cargo and mail, and correspondence on passenger irregularities		destroy after 1 year
*9	RESERVED			
*10	RESERVED			

TABLE 76-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
11	air transportation agreement	release from claims for property damage or personal injury resulting from travel by military controlled aircraft		see rules 5 and 6
12	flight certificate	certifications that travel by military aircraft is not for personal gain or for any type of remuneration		
*13	application for air travel	passenger booking cards		destroy after 3 months
*14	RESERVED			
*15	RESERVED			
16	special handling/data certification			see rules 5 and 6
17	port management level listing	inventories/tabulations pertaining to passengers, cargo or mail awaiting shipment		destroy after 1 month.
*17.1	Document Control Center (DDC) transaction requests	records used to establish an order of priority by job type		destroy weekly or when no longer needed.
*17.2	bumped cargo/mail worksheets or load pull sheets	records used to remove planned and manifested (preload or final) cargo/mail from the manifest and return to the port management level		destroy after 1 month
*18	fleet service arrival/departure worksheet	fleet service checklists and related records		destroy after 3 months
*18.1	fleet service equipment	records used to inventory expendable/nonexpendable equipment		
*19	aircraft ground handling worksheets	inbound/outbound advisory messages, load planning worksheets, manifests (other than originating) patient manifests, human remains messages, life or death urgency shipment messages, permit to proceed requests and permit to proceed messages, delay reports, load sequence breakdown records used to provide a continuous record of ground handling		
20	manifest control number registers			see rules 5 and 6
21	confirmation of passenger reservations or air overseas travel		at base transportation offices	destroy after 3 months, or when no longer needed, whichever is sooner
22	cargo and passenger scheduling	air cargo and troop backlogs		destroy after 6 months
23	equipment status reports	on hand/assigned vehicles materials handling equipment (MHE) and associated aerial port equipment		destroy after 1 year
24	unit capability measurement system (UCMS) reports	correspondence, messages and related records		
*24.1	foreign military sales (FMS) cargo processing charges	RCS MAC-TRK(AR)8301 and supporting records used to substantiate cargo processing charges		

TABLE 76-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*24.2	phase II data	records used to document load planning qualifications and currency		destroy when no longer needed
25	air traffic handling records	biological/re-icing/refrigeration logs, terminating cargo/mail, manifest control logs, security cage logs and inventory, originating/terminating MAC-MICAP/VVIP control logs, and aerial port movement logs	a record of daily actions at air terminals	destroy after 3 months
*25.1	frustrated cargo report	records used for cargo/mail that cannot be accepted or movement continued in the airlift system due to irregularity		destroy after 6 months
*25.2	report of shipment	records used to provide security to secret and firearms shipments in the Defense Transportation System		destroy after 3 months
*25.3	tie-down equipment and nuclear shoring kit accountability	tie-down equipment check lists, C-130 and C-141 special equipment receipts and temporary issue receipts		
*26	green sheet requests	records of daily actions expediting movements of specifically and urgently needed shipments within the MAC airlift system		see rules 5 and 6
*27	cash collection receipts	receipts used as supporting records for the preparation of financial reports	station copies	destroy after 60 days
*28	deviations	forms, logs, and related material pertaining to approval of deviations in moving passengers with hazardous cargo		destroy after 1 year
*29	hazardous materials information file	records concerning the packaging, handling, loading, and airlift of hazardous cargo used to maintain consistent hazardous cargo inspection procedures		destroy when superseded or obsolete

TABLE 76-2

SPECIAL ASSIGNMENT MISSION (SAM)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	airlift flight itinerary logs	special assignment revenue missions		destroy after 1 year
2	aircraft flight reports			
3	maintenance and related records			
4	shippers records requesting SAM		created by MAC or provided MAC for reimbursement to Airlift Service Industrial Fund, and which act as supporting records for airlift services rendered	destroy 2 years after payment

TABLE 76-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
5	HQ USAF record authorizing SAM			
6	MAC operational directive (MOD), or airlift flight itinerary log			

TABLE 76-3

LOGAIR AIRLIFT

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	travel orders, travel authorizations		at HQ AFLC, LOGAIR terminals, LOGAIR customer stations, and contractor storage sites in processing LOGAIR special missions and pilot pickups, chartered airlift, etc ,	destroy after 6 months.
2	traffic summaries			destroy after 3 years
3	traffic transfer receipt			destroy after 1 year
4	cargo/mail detail card		at AFLC and MAC bases as originating, intransit, and terminating files, and at other nonmechanized air terminals as terminating intransit files	destroy after 6 months
5	shipping records, shipping tickets	general purpose punch cards used in lieu of a shipping record		destroy after 6 months (EXCEPTION when held by mechanized activities using cargo/mail detail cards serving same purpose, destroy when no longer needed)
6	aircraft in an accident, missing status or damaged by ground handling	reports and records		destroy after 2 years
7	over, short, and damaged and/or pilfered registers			destroy after 1 year
8	certificates of lost shipment			
9	report of over/short shipments			
10	air cargo manifest	listings and reports		
11		header cards		destroy after 90 days
12		master routing cards		destroy when no longer needed
13	(RESERVED)			
14	(RESERVED)			
15	manifest number registers			destroy when no longer needed.
16	flight data record			destroy after 6 months
17	discrepancy report tracers			
18	control logs			
19	supervisors reports			
20	departure, arrival, and other operational messages and reports			
21	reports of damaged or improper shipments			destroy after 90 days
22	(RESERVED)			

TABLE 76-3. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
23	(RESERVED)			
24	(RESERVED)			
25	pilfered reports	reports and related records		
26	(RESERVED)			
27	baggage identification tags	lower portion		destroy when purpose has been served
28	transporting explosives or other dangerous articles by aircraft	special handling data/certificates, and instructions for commanders of military or civilian aircraft		
29	air cargo routing lists			
30	backlog listings			
31	LOGAIR statistical report	report and background material		destroy after 2 years
32	personnel property statistical report			

77. Motor Vehicles. These tables cover records relating to administration, operation, and management of motor vehicles and motor vehicle operations sections, and selection, training and licensing of motor vehicle operators.

TABLE 77-1

VEHICLE AND EQUIPMENT MAINTENANCE RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	vehicle and equipment jackets	the historical portion	prescribed by AFM 77-310, vol II and TO 00-20B-5	retain as current for the life of the item (see note 1), transfer to gaining activity on permanent reassignment or disposal (see note 2)
2		the temporary portion		destroy after 3 months or on expiration of the warranty period, whichever is later (see note 3)
3		vehicle historical records maintained as a central file		transfer to the historical portion of the vehicle jacket on initiation of third continuation form, or on permanent reassignment of vehicle, whichever is sooner
4	minor maintenance work orders	records on minor or mobile maintenance and capturing labor hours in the tire or battery shops		destroy after 3 months
5	COPARS control and verification records	COPARS fund ledgers, sales slips, invoice verifications and related records		
6	materiel control documents	COPARS stock consumption records		destroy 1 year after completion
7		SBSS computer printouts		see table 67-3
8	work order logs and quality control records			see table 11-1
9	vehicle time compliance technical orders (TCTOs)	TCTOs, commercial technical bulletins, messages, letters, and one-time inspections on vehicles	maintained by maintenance control and analysis	destroy TCTOs and commercial technical bulletins when the vehicle is sent to disposal Destroy all other documents 1 year after completion

TABLE 77-1

RULE	A If the records are or pertain to	B consisting of	C which are	D then
10	motor vehicle information system documents	monthly motor vehicle operations and maintenance summary reports, maintenance man-hour summary reports, employee master list, and related correspondence		destroy after 1 year
11		daily and weekly machine run listings such as vehicle master lists, scheduled maintenance reports, work order status reports, and related data products		destroy after completion and verification of monthly reports
12		quarterly operations and maintenance summaries and cards		destroy 1 year after completion of new FY summaries and cards (see table 175-2)
13		daily PCAM cards generated in the data collection system		destroy after completion and verification of monthly summary
14		indirect labor time cards		
15	control register for Panama official decals/military vehicles	vehicle decal records/register and related documents		destroy after 5 years or when no longer needed for accountability

NOTES

1. Authorization records for vehicle modifications and related materials may be destroyed when the vehicle is returned to its origina configuration
2. Destroy duplicate copies of the historical portion of the jacket after 6 months unless requested by the receiving agency
3 MAJCOMs may extend the retention period to one year

TABLE 77-2

VEHICLE OPERATIONS RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	drivers qualification	operator qualifications and record of licensing, examination and performance, requests for driver's training and addition to Standard Form 46, and reports of inquiry search-national driver register		see table 35-1 for active duty personnel
2				destroy on separation of military personnel (including AF Reserve and ANG personnel) (see note 1)
3				forward to immediate supervisor of civilian personnel relieved of driving responsibilities
4			superseded	destroy when pertinent data is transcribed to the appropriate forms
5		medical evaluations, accident histories, traffic citations and driver awards	source records for driver qualification	
6		test results		
7			at the unit of assignment when driver training support is not available from the host base	destroy when superseded, or when no longer needed, whichever is sooner
8	government military vehicle operators' identification cards	cards that are permanently revoked or expired		destroy on expiration or revocation

TABLE 77-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
9		cards on individuals separated and civilians reassigned to duties not requiring vehicle operation		destroy on separation or reassignment (see note 2)
10	leasing	hired motor vehicle reports		destroy after completion of next annual report
11	motor vehicle accident case files	reports of accidents, estimates of damage, reports of survey, statements of charges, cash collection vouchers, or comparable records, photographs (when required), and related correspondence		destroy 3 years after final action (see note 3)
12	operators inspection guide and trouble report forms	operators checklist noting vehicle deficiencies (see note 4)		destroy 1 month after closeout or when no longer needed, whichever is later (see note 3)
13	servicing	fuel/oil issue forms		destroy after completion and verification of monthly reports
14		vehicle operations records		destroy after 3 months
15	state gasoline tax refund claims	records in transportation and contracting offices supporting claims for refund of aviation and motor fuel tax (see note 5)	for claims against the states of Arizona, Oregon, California, and Washington	destroy after 4 years
16			for claims against the state of Montana	destroy after 5 years
17	vehicle operations officer's (VOO) organizational file	vehicle control officer (VCO)/NCO appointments, briefing checklists, parking area approvals, visits results, receipts for vehicles and accessories, vehicle authorization annual reviews, justifications for vehicle dispatch and similar records	maintained by VOOs	destroy when superseded or obsolete
18	VCO/NCO documents		maintained by VCOs/NCOs	
*19	US government national credit cards	cards	issued, recalled, and/or maintained by vehicle operations or requisitioning agency	destroy 6 months after final payment on all invoices covered by a specific card
*19.1			maintained by VCOs/NCOs	return to issuing activity upon expiration or recall, whichever is sooner
20		credit card registers, copies of records certifying loss, investigation destruction, turn-in, validation, and related records		destroy 1 year after the close of the fiscal year
21		letters of certification/accountability		destroy when superseded, obsolete, or on termination of requirement
*22	transportation requests	AF Form 868 and related records	at issuing offices	retain for 3 months, or until no longer needed, whichever is later
23		request for Motor Vehicle Services (AF Form 868), log of events, and related correspondence	initiated as a result of exercises/deployments	destroy after 2 years

NOTES

1 DD Forms 1360 may be given to individuals being separated from the service

2 Military personnel may keep invalidated cards

3 Records on vehicles involved in acts of misuse or abuse resulting in disciplinary action, and records on vehicles involved in accidents or other unusual situations, and that are made part of another case file, have the same disposition as the particular file

4 Initiate a new form for each vehicle at the first inspection of the month, or when a vehicle, in for extended repairs, storage, or awaiting disposition, is returned to operational status

5 See table 177-18 for records maintained by commercial services

78. Industrial Resources. These tables cover records pertaining to priorities, allocations, materials stock piles, industrial equipment and facilities, and readiness requirements for materials and industrial facilities.

TABLE 78-1
INDUSTRIAL READINESS AND MOBILIZATION

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	industrial mobilization and procurement planning	facility allocations, procurement planning schedules, planning studies and reports submitted by industrial concerns, inspection reports, specifications, drawings, and related correspondence		retire as permanent (see note)
2	national industrial plant reserve program	forms and correspondence on annual inspections of departmental industrial and national industrial reserve plants		destroy after 2 years
3		mobilization planning status of government-owned or sponsored plants, and related records	at HQ AFSC	
4	DOD industrial readiness planning program	requests for registration of plants, notice of transfer requests for changes in current register of planned emergency producers, requests for planning authority, schedules, planning agreements, production planning records, factual data concerning production capabilities, plant loading records, allocation of capacity, application forms reports correspondence, and related or comparable records		destroy when superseded, when planning actions desired are reflected in revised register of planned emergency producers, or after facility has been dropped from the program, whichever is sooner
5	procurement reserve program	production planning schedules		destroy 18 months after superseded or obsolete
6		production and facility data		destroy when superseded or obsolete
7		worksheet data		destroy when information has been incorporated into the applicable format report
8	consolidated Republic of Vietnam Air Force (RVNAF) improvement and modernization program	production planning schedules, DOD guidelines for T-day studies, impact data covering production stretchouts, etc ,		retain as permanent (see note)
9		worksheet data and backup information		destroy 1 year after data is transferred onto the applicable format report

NOTE Offer to the National Archives in 5-year blocks when latest record is 25 years old

TABLE 78-2
INDUSTRIAL EQUIPMENT RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	property records	DOD property record, DOD property supplementary data, and similar forms and records	at the designated monitoring activity, and used for inventory control	destroy when no longer needed, or 2 years after final disposition of the equipment, whichever is sooner
2			at activities other than the monitoring activity, and used in various phases of inventory, reallocation, turn-in of industrial equipment, or similar purposes	destroy on completion of action

TABLE 78-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
3	historical files	inventory, inspection, and change data or supplementary data, packing lists which describe the basic item and list all accessories and auxiliaries identified to the basic item, inspection and test records, reports and forms (such as analytical test forms, work orders, maintenance expenditures cost estimates of repairs or rebuild), and related data which fully depicts the current operating conditions of the equipment, purchase order, purchase description, receiving reports DIPEC movement notice, shipping record, damage or shortage reports, and related control records which are retained in other administrative or official contract files or used for other purposes, and technical data, including operating and installation instructions, diagrams of electrical and hydraulic systems and utility connections, photographs, manuals, and other manufacturers literature, machine parts lists, and lubricating charts	at DOD components	send the historical file to the consignee
4			at a non-DOD agency or organization, or sold	offer the file, consisting only of the technical data (such as drawings, diagrams, manuals and other manufacturers literature and analytical test forms), for transfer with the installation plant equipment
5				destroy all historical record data pertaining to an item of IPE that is no longer needed
6				destroy all historical data on an item of IPE destroyed or abandoned except technical manuals, manufacturers literature, and similar data which may be needed by the disposing activity to complete or establish historical records for another industrial plant equipment item
7			at the former AFDIER Storage Site #7, and transferred to NPRC (MRC)	destroy after 5 years
8		manual data forms maintained with equipment in current use filled-in and last entries have been carried to new forms		retain as part of the equipment historical file, or destroy after 3 months if they do not contain history information

TABLE 78-3

INDUSTRIAL FACILITIES RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	Industrial Defense Survey	records used in conducting a survey of a facility to determine the areas, elements, or other aspects or portions of the facility which should be protected, and how best to protect them	superseded, or facility is deleted from the key facilities list	destroy when no longer needed

TABLE 78-3. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
2			at a facility whose industrial defense cognizance has been transferred	transfer the complete file to the gaining activity
3	program funding	studies, reports, funding justifications, manual and mechanized statistical summaries and tabulations, working papers, other supporting data and related correspondence accumulated when annual industrial program funding determinations are compiled which reflect by specific system program, or project, the facilities, resources, and requirements (real property acquisition, facilities expansion, plant maintenance, equipment and equipment modernization or replacement, etc) (see note)	at HQ USAF and MAJCOMs	retire as permanent one master copy of each FY program document, with program justifications and approved funding authorizations
4			below MAJCOMs	destroy all feeder reports, statistical data, other source or background support papers, etc , when superseded, obsolete or 2 years after year in which appropriation was made available for obligation, whichever is applicable (EXCEPTION Data on requirements not accepted for inclusion in the current year program is retained for resubmission purposes for not more than 3 years, and destroyed)
5		program records other than rule 3		destroy when superseded, obsolete, or no longer needed
6	expansion case files	real property records which relate to facility leases, leaseholds, contractor's agreement, contractor appendices, AF final drawings of facility expansion, authorization of acquisition of facilities, facility contract, delegations of authority, powers of attorney, and similar legal records reflecting the planning, acquisition, and administration of facility projects		retire record sets as permanent.
7			with a prime contract	destroy in accordance with table 70-1
8	general purpose production equipment records	records related to Government-owned equipment or machinery furnished to contractors, including subcontractors, when specifically provided for in the terms of a written contract, bailment agreement, or lease		
9	facility capability report system	preaward survey of prospective contractor general, facility advisory board actions, replies to the buyer, supplemental correspondence relative to a contractor's facilities equipment, engineering capabilities, financial status, quality control and productive capacity, and comparable records		destroy when superseded, obsolete, or no longer needed

NOTE Consolidated funding determinations are forwarded to the Director of the Budget, HQ USAF by Financial Status of RDT&E and F curement Program

TABLE 78-4

PRIORITIES AND ALLOCATIONS RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	register of contractor requirements and priorities assistance requests	requirements and priorities assistance requests with control number	at the OPR	destroy 1 year after final processing
2	Defense Material System (DMS) allotments	program determinations furnished by DOD DDR&E	at HQ USAF	destroy after 3 years
3	DMS summaries	DMS requirements worksheets and statistical services including tabulations and preparation of balance sheets by program	at the OPR	
4	DMS master contractor files	records of all requirements by manufacturer, installation and program and related correspondence	at MAJCOMs	destroy after 5 years
5			below MAJCOMs	destroy 1 year after contract expires
6	contractor control number assignment	cards and ledgers assigning control numbers to manufacturers and military installations	at MAJCOMs	destroy 1 year after discontinuance of DMS
7	manufacturer's statistical listing	listings by manufacturer and program showing material requirements for current and any of the five following quarters	at the OPR	destroy after 1 year
8	Joint Aeronautical Material Activity organization and operations procedures	operating procedures, organizational charts, etc ,	at MAJCOMs	destroy after 10 years
9			below MAJCOM	destroy when superseded, obsolete, or rescinded
10	bills of materials and unit weight summaries	raw, basic processed, and semifabricated materials, unit weight listing for airframes, engines, etc ,	at MAJCOMs	destroy 25 years from date of bill of material (see note)
11			below MAJCOM	destroy on completion of contract (see note)
12	history of DMS and Defense Priority System (DPS)	sampling of organization and function charts, policy, procedures, and miscellaneous administration data	at MAJCOMs	retire as permanent.
13			below MAJCOM	destroy on completion of contracts
14	DMS audit reports	reports of installations and contractor plants and related correspondence	at MAJCOMs	destroy after 10 years.
15			below MAJCOM	destroy 6 months after next clear audit
16	controlled and critical materials (historical)	reports, supporting data, and related correspondence	at MAJCOMs	destroy after 10 years.
17			below MAJCOM	destroy after 3 years
18	critical shortage case files	forms and correspondence on assistance to contractors or military installations in obtaining materials in short supply	at MAJCOMs	destroy 3 years after close of case
19			below MAJCOM	destroy 3 months after completion of action
20	DMS-DPS implementing instructions	regulations, DAR supplements, manuals, etc ,	at MAJCOMs	see table 5-1

NOTE. Destroy bills when revisions are received and summarized

TABLE 78-5

CONSERVATION PROGRAM RECORDS (SEE NOTE)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	reports	monthly reports	at HQ AFSC and contract management division	destroy after 1 year
2			at AF contract management divisions and AF plant representatives	destroy after 6 months
3		quarterly reports	at HQ AFSC and contract management divisions	destroy after 1 year
4	surveys			destroy after 2 years
5			at contract management districts and AF plant representatives	destroy after 1 year
6	minutes of advisory board meetings		at HQ AFSC, contract management divisions, AF contract management regions, and AF plant representatives	
7			at contract management region advisory boards to which they pertain	destroy after 2 years
8	USAF semiannual report on conservation of critical material		at HQ AFSC and contract management divisions	
9			at AF contract management districts and AF plant representatives	destroy after 1 year
10	brochures and/or conference minutes		at sponsoring activities	destroy after 5 years
11			at other than sponsoring activities	destroy after 2 years
12	bulletins and newsletters		at publishing activities	
13			at other than publishing activities	destroy after 1 year

NOTE· These records relate to and specify measures taken to conserve and attain the maximum utility of equipment, supplies, manpower, mate: als, and other resources necessary to national defense by making available ideas and suggestions in an interchangeable basis between defense age cies and interested contractors

79. Contractor Industrial Labor Relations. These tables cover records pertaining to industrial manpower utilizatio industrial labor relations, labor disputes, labor law compliance, and selective service deferments.

TABLE 79-1

INDUSTRIAL MANPOWER RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	occupational deferment case files	summary of occupational deferment actions, comparable forms, and supporting records		destroy when individual is removed from Reserve or deferred status, or is inducted into the Armed Services
2		deferment records		destroy after actions have been recorded on summary histories
3		summary histories		destroy after 25 years
4	labor relations problems	reports relating to labor management issues, including background data and publications such as daily/weekly strike reports, wage data records covering labor management relations and labor laws, collective bargaining agreements, legal opinions, and other documentation required by Air Force Industrial Labor Relations Offices not covered elsewhere in this regulation		destroy when superseded, obsolete or no longer needed

TABLE 79-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
5	labor relations investigation case files	field checks conducted at the work site of contractors or subcontractors to determine degree of compliance with established labor standards, reports of special investigation of suspected criminal or other violations of the applicable labor laws	at AF liaison offices	destroy 3 years after case is closed
6		cases involving willful and criminal violations, debarment actions, and restitution over $500 and liquidated damages over $100	at HQ USAF	
7	wage and salary acceptance analysis studies	studies used for comparative analysis, and which serve as the basis for determining whether specific wages and salaries are to be accepted as an element of reasonable cost to be allocated to AF contracts	at procurement activities	destroy when no longer needed

80. Research and Development. These tables cover records pertaining to the policies, procedures and standards for research, development, test and evaluation, including the production of scientific and technical studies to seek new basic knowledge from which techniques for improved aeronautical equipment, material, and utilization of human resources can be devised; studies to establish the technical adequacy and qualitative characteristics of materiel; operational test and evaluation (OT&E) of all types of equipment and systems including weapons systems, new and modified equipment, tactics, techniques and procedures that satisfy immediate operational requirements and/or provide a basis for development of increased capabilities.

TABLE 80-1
R&D PLANNING AND PROGRAMMING

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	HQ USAF requirements and objectives	Required Operational Capabilities (ROCs) and related feasibility studies, Required Action Directives (RADs) and related correspondence used as a basis for formulating R&D efforts (see AFR 80-2)	at HQ USAF OPR	retire as permanent (see note)
2			action office copies maintained with program, project or system records	see tables 80-2 and 800-1
3				destroy on completion of program or project or when no longer needed (see note)
4	HQ AFSC requirements and objectives	AFSC planning activity reports, technical plans for aerospace instrumentation, and similar long-range plans used as a basis for formulating R&D efforts to increase scientific knowledge and upgrade the technological base for military applications (see AFR 80-2)	at preparing offices	retire as permanent after 5 years (see note)
5			at other than preparing offices	destroy when superseded or obsolete
6	implementation documents in system program or project case file	plans and proposals, i e, R&D planning summaries, development concept papers, area coordinating papers, program change proposals, and proposal records, directives and decisions, i e, development program authorizations, guidance, program change decisions, program/budget decisions, and related records		see tables 80-2 and 800-1
7			not in case file	destroy on completion of R&D effort or when no longer needed

TABLE 80-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
8	independent R&D evaluations	technical evaluations and related records created as a result of an Armed Services Research Specialist Committee assignment (DOD evaluations are made by AF, Army or Navy, and coordinated among the services)	at HQ AFSC	destroy 2 years after completion of action
9			Army or Navy evaluations accumulated at HQ AFSC	destroy 1 year after coordination or final consolidation
10			all evaluations other than in rules 8 and 9	destroy when no longer needed
11	summary, status, and projected program reports	indexes of USAF R&D projects, priorities, and program elements, financial status—R&D and procurement programs, and comparable reports	at HQ AFSC office of record	retire as permanent after 2 years (see note)
12			at other than HQ AFSC office of record	destroy when superseded or no longer needed, whichever is sooner
13	Technical Objectives and Technical Objectives Documents (TODs)	Technical Objectives which describe goals or technological needs, compiled into TODs by responsible AF laboratory and published by HQ AFSC	TODs with background Technical Objectives at HQ AFSC	retire as permanent 2 years after they are superseded or obsolete (see note)
14			TODs and Technical Objectives retained by preparing office	destroy on publication of TOD by HQ AFSC
15			TODs and Technical Objectives accumulated by activities other than HQ AFSC or preparing office	destroy when superseded, obsolete or no longer needed, whichever is sooner
16	unsolicited proposals	unsolicited articles, disclosures, and voluntary proposals, and their evaluations (see table 110-2, rule 3, for invention disclosures)		maintain accepted proposals and evaluations with project/task area or system records, and use same retention period
17				destroy rejected proposals and evaluations after 6 months
18		listings, forms, logs or other records		destroy when no longer needed
19	scientific and technical reference files	collections of technical and scientific materials		destroy when superseded, obsolete or no longer needed, whichever is sooner
20	government-industry data exchange program (GIDEP)	technical and scientific records, abstracts of such, and microfilm files furnished by GIDEP		destroy indexes when replaced by updated ones Return microfilm cartridges to GIDEP Operations Center on request Submit responses to UDR to Operations Center Destroy SETE reports when no longer needed. Destroy failure rate data products when updated copies are received
21	Independent Research Fund records (laboratory Director's funds)	records pertaining to requests for independent research, copies of funding allocations and related documents involving use of laboratory director's funds/discretionary funds which are approved or pending approval by command/chief scientist		destroy 2 years after close of FY in which effort was completed or terminated

TABLE 80-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
22				destroy disapproved and rejected requests after 2 years or when no longer needed
23		independent research records, correspondence, scientific breakthroughs, quarterly reports, technical reports, authorization records, drawings, specifications, technical evaluations, results and conclusions, etc ,	accumulated and maintained as a complete case file by the technical engineer/scientist assigned responsibility for the effort but not transferred to the regular R&D program	destroy 5 years after the close of FY in which the effort was completed or terminated.
24				see table 80-2, rule 1 for independent research records transferred to the regular R&D program
25			records accumulated by HQ AFSC and other activities	destroy on completion or termination of effort

NOTE Offer to the National Archives in 5-year blocks when latest record is 25 years old

TABLE 80-2

INDIVIDUAL R&D PROJECTS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	R&D case files	authorization records, requirements, plans, schedules; contractual and procurement records, drawings, specifications, photographs, technical progress summaries and reports, technical evaluations, results and conclusions, technical documentary reports, management reports on R&D efforts and engineering services, operating reports, i e , progress management rush, and termination reports containing technical and related administrative, fiscal, personnel and logistical information, notices of cancellation and related correspondence, including R&D project record books	accumulated and maintained as a complete record by a project task area or work unit scientist, engineer, or officer having prime responsibility for an approved R&D effort from its initiation through development, design and testing to completion	retire as permanent 2 years after termination or completion of effort
2	R&D support case files		accumulated and maintained by supporting, participating, testing or other activity not having prime responsibility	destroy 3 months after termination or completion of the activitys participation in the R&D effort.
3	(RESERVED)			
4	(RESERVED)			
5	R&D documentation		accumulated by activities other than rules 1 and 2	destroy on completion or termination of the R&D effort or when no longer needed, whichever is sooner
6	engineering services program (ESP)	records accumulated for engineering services performed by AFSC, for program guidance and control resources utilized, i e , R&D management reports, engineering services project plans, program schedules, project fund summaries, and other pertinent records	significant ESPs accumulated by HQ AFSC OPR	destroy 2 years after completion or termination of the engineering service

TABLE 80-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
7			accumulated by HQ AFSC OPR for services performed for AFSC activities	see table 66-9
8			accumulated by activities other than HQ AFSC OPR	destroy on completion or termination of effort, or when no longer needed
9	cooperation with other countries in R&D of defense equipment	multinational R&D and production programs documentation	at OPR	retire as permanent (see rule 1)
10		technical data exchange programs, including mutual weapons development data exchange program (MWDDEP) and defense development exchange program (DDEP)		retire as permanent.

TABLE 80-3

R&D TEST AND EVALUATION RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	data collection records	raw test data, including magnetic tapes (digital, analog, video, and loop tapes), radarscope films, photographic instrumentation, motion picture film, punch cards, and similar records a result of T&E and R&D efforts		destroy on completion or termination of effort, or when no longer needed (see note 5)
2	data reduction records	tapes of computed data, including intermediate working tapes, oscillograms, Sanborn charts, vibragram graphs, vibration power density plots (X-Y plots), computer listings (read-out sheets), Delta-V-Graphs, space-time data reduction reports, and similar records		destroy when information has been condensed, noted, included in a summary, analysis, or evaluation report, on completion of the R&D effort, or when no longer needed
3	R&D test analysis and evaluation reports	summary reports of test results, e g., analysis of reduced data and information collected during the test spectrum, reporting of results determined by analysis, and recommendations made by evaluator and furnished to interested agencies and activities	in system or R&D case file	see tables 80-2 and 800-1.
4			in ESP case files	see table 80-2.
5			all copies other than those in R&D or ESP case files	destroy on completion or termination of effort, or when no longer needed
6	test supervision	records created by AF test facilities providing supervision over tests accomplished by operating contractors, and indirect support to tasks and contracts under assigned R&D projects	test facility records reflecting discrepancies noted and corrective action taken	destroy 1 year after completed action, or 1 year after inactivation, whichever is sooner.
7			test facility records reflecting direction provided, or which determine course of a program	destroy after 5 years
8			filed in R&D project case file	see table 80-2

TABLE 80-3. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
9			not in case file or at test facility	destroy on completion of related effort, or when no longer needed, whichever is sooner
10	hearing conservation data	forms and related records containing audiometric data and noise exposure information		see table 160-6 for originals
11				destroy copies after data is extracted and placed on cards for data processing
12				destroy cards after data has been placed on magnetic tape
13				destroy tape when no longer needed, or after 25 years, whichever is sooner
14	aeromedical research data	medical examinations performed on selected personnel by medical facilities throughout the AF, and forwarded to USAF School of Aerospace Medicine, Brooks AFB (see notes 1 and 2)		destroy paper after determining that resulting microfilm meets archival standards
15				destroy microfilm when no longer needed
16	natural aerospace environmental data acquired during R&D (see note 3)	upper air and space data above normal termination level of conventional sounding instruments, including information from rawinsondes, radiosondes, rockets, probes, satellites, or other vehicles or techniques yielding high-level data		see table 80-2, and rules 1 and 2 above (see note 4).
17		micrometeorological data at any level of the atmosphere, including data for small intervals of space or time, distributed vertically or horizontally		
18		meteorological data at any level of the aerospace environment for locations and/or times for which these data are not normally observed and recorded on a routine basis		

NOTES

1. The original of certain aeromedical consultations performed on aircrew members referred to USAFSAM are included

2. Data from these records are coded and compiled by USAFSAM is support of aerospace medical fitness program and ECG library These records include AF Form 81, Aerospace Survey—Identification Data, SF 88, Report of Medical Examination, SF 93, Report of Medical History, Electrocardiograms (ECGs), Electroencephalograms (EEGs), Tonometry, Optic Fundi Photographs, Pulmonary Function Data, Phonocardiograms and X-rays

3 On completion of evaluation of the validity of these data, a complete description is sent to the Environmental Technical Applications Center, Scott AFB IL 62225 After evaluation, that Center furnishes the acquiring activity a listing of records desired Copies can be furnished the Center on microfilm, tape, printout, or any other method which the acquiring activity may deem most feasible

4 Project and program managers and contracting officers will insure that proprietary rights of the government to data under contract are maintained

*5 All audiovisual media will be screened for possible historical significance and those items will be forwarded to the 1352 AVS, ATTN DOD Motion Media Records Center, Bldg 248, Norton AFB CA 92409-5996

TABLE 80-4

CHARACTERISTICS GUIDES AND DESIGN HANDBOOKS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	characteristics guides	record sets of each characteristic guide published under AFR 80-16, including background material and other data provided for in AFR 5-1	at issuing activity,	retire as permanent Offer to the National Archives 20 years after disposal of the specific weapon systems

TABLE 80-4. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
2		guides and current outstanding addenda no longer required	at other than issuing activity	forward in their binders to 2750 ABW/DABW, Wright-Patterson AFB OH 45433
3		superseded guides		destroy
4		manuscripts or proofs		see table 5-1
5	AFSC design handbook	special publications providing a current authoritative source of design data in support of the definition, design and development of AF systems and equipment, which can be used as a basis for design decisions, criteria and guidance	at HQ AFSC OPR	retire as permanent when system is out of inventory Offer to the National Archives in 5-year blocks when most recent records pertain to systems out of the inventory for 30 years
6			at other than HQ AFSC OPR	destroy when superseded, obsolete or no longer needed, whichever is sooner
7		all background material for publications covered by rule 5	at HQ AFSC OPR	retire when system is out of inventory, destroy when records pertain to systems out of inventory for 30 years
8		all background material for publications covered by rule 6	at other than HQ AFSC OPR	destroy when superseded, obsolete or no longer needed, whichever is sooner

TABLE 80-5

OPERATIONAL TEST AND EVALUATION (OT&E) RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	requirements and objectives	Required Operational Capabilities (ROCs), Program Management Directives (PMDs) or similar records and related correspondence used as a basis for OT&E efforts	initiated at HQ USAF/ MAJCOM/major subordinate command OPRs	retire as permanent
2			action office copies maintained in project case files	
3			copies other than those covered in rules 1 and 2	destroy on termination of related effort or when no longer needed
4	operations analyses	memoranda, reports, drawings, charts, graphs, statistics, reference, source materials and other summarized data	incident to analyses and study of AF operational activities, problems of air warfare, equipment, weapons and weapon systems, tactics, strategy, organization, or any other field of responsibility related to OT&E efforts	retire as permanent with related project case file
5			other analyses resulting from but not a part of a project or case	retire as permanent (also see table 55-6 for other analyses)

TABLE 80-5. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
6	OT&E test/ project/study records, including those resulting from foreign military assistance programs which document testing and evaluation of equipment/ methods with or for other countries	complete history of approved tests/studies from initiation to completion, including requirements, authorizations, planning, and implementation records, progress and status reports, pertinent fiscal records, contractual and procurement records, copies of unsolicited proposal evaluations, drawings, specifications, and photographs, technical reports, evaluations, results and conclusions; notices of cancellations, and related correspondence	in case file of project officer having prime responsibility for the project or program	retire as permanent
7			at supporting, monitoring, and other activities	destroy on completion or termination of effort, or when no longer needed, whichever is sooner
8	summary reporting	periodic reports on progress or status of test/project/ study	initiated by officer responsible for effort	retire as permanent with project officer's case file (see rule 6)
9			consolidated summary reports	destroy when superseded
10		input support for Development Test & Evaluation (DT&E) testing applicable to related OT&E	not in R&D project officer's case file	retire as permanent or forward to unit responsible for related OT&E if known, for inclusion in project officer's case file (see table 80-3)
11		final reports with results, evaluations, and conclusions	in project officer's case file (see rule 6)	retire as permanent
12			copies other than rule 11	destroy on completion of project/program or when no longer needed, whichever is sooner
13	unsolicited proposals	unsolicited articles, disclosures, voluntary proposals and their evaluations (see table 110-2 for invention disclosures)	accepted proposals and evaluations	retire as permanent with project officer's case file (see rule 6)
14			rejected proposals and evaluations	destroy after 6 months
15		listings, forms, logs, or other similar records	used for control purposes	destroy when no longer needed
16	scientific and technical references not covered elsewhere in this regulation	collections of technical and scientific materials accumulated for reference and research purposes in accomplishing program/project/case and related work		destroy when superseded, obsolete or no longer needed

81. Specifications and Standards. This table covers records related to the policies and procedures governing specifications and standards in the execution of procurement contracts, including such matters as the uniform identification, limitations, and characteristics of and technical requirements for materiel, standardization of processes, products, services and procedures.

TABLE 81-1
TECHNICAL AND PROCUREMENT DATA (SEE NOTE)

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	specifications	specifications and related record transmittal coordination, and comparable or related records		destroy after 2 years, or after receipt of the published specifications, whichever is sooner
2	engineering and technical data specifications	specifications and related records—such as drawings, parts catalogs, and other procurement and technical data		destroy after 2 years
3				destroy after completion of the procurement action
4	correspondence between contractors and the AF	correspondence relating to proprietary rights or trade secrets reflected in technical data furnished the government, and authorization granted to or rights obtained by the government to reproduce and distribute copies of data to nongovernment agents or agencies		retire as permanent
5	identification markings, container marking, and AGE control		retained with copy of PRs/MIPRs/LPRs	see table 70-3

NOTE See table 310-1 for management of contractor data

82. Designating and Naming Defense Equipment. This table covers records related to policies, procedures, and responsibilities for assigning type designations and popular names to categories of defense equipment, such as aircraft, rockets and guided missiles, electronic, photographic, aircraft propulsion, gas turbine engines, aeronautical support, etc.

TABLE 82-1
DESIGNATING AND NAMING DEFENSE EQUIPMENT

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	requests for nomenclature/type designations	correspondence concerning requests and approvals of type designations for aircraft, missiles, rockets and engines		retire as permanent (see note 4)
2		request of nomenclature forms and related correspondence	requests and approvals of type designations for MIL-STD-155 Joint Photographic and MIL-STD-875 Aeronautical Support equipment items	destroy 2 years after data is summarized on nomenclature card files
3			requests and approvals of type designations for MIL-STD-196 Joint Electronics	destroy after data is summarized on nomenclature card files
4		nomenclature cards prepared form request of nomenclature data, including microfilm copies	at ASD/ENESS, Wright-Patterson AFB OH	destroy when no longer needed (see note 3)
5			information copies	destroy upon receipt of microfilm copies

TABLE 82-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
6	source request log	source request numbers as required on request of nomenclature forms	at ASD/ENESS, Wright-Patterson AFB OH	destroy after 1 year
7	DOD list of model designations of military aircraft, rockets and guided missiles	published designation listings approved by HQ USAF		destroy when superseded
8	log of all type designation assignments except electronics (see note 1)	looseleaf tables containing serial numbers assigned to nomenclature assignment records	at ASD/ENESS, Wright-Patterson AFB OH	destroy when no longer needed
9	master list of popular names assigned to aircraft, missiles and rockets (see note 2)	all names that have been assigned to aerospace vehicles		retire as permanent (see note 5)
10			information copies	destroy when no longer needed

NOTES

1 Electronic equipment designations under MIL-STD-196, Joint Electronics Type System, is managed by US Army Communications Electronics Materiel Readiness Command (DRSEL-LE-TN), Fort Monmouth, NJ

2 The master list of popular names assigned to aircraft, missiles and rockets is maintained by ASD/ENESS, Wright-Patterson AFB OH (see AFR 82-4)

3 Return microfilm cartridges to ASD/ENESS, Wright-Patterson AFB OH, for reuse

4 Offer to National Archives in 5-year blocks when records pertains to equipment that has been out of AF inventory for at least 20 years

5 Offer to National Archives in 5-year blocks when latest record is 25 years old

84. Production. This table covers records pertaining to policies and concepts of management systems or techniques governing or affecting in general, the correlation and integration of AF production programs and industrial objectives. It includes such matters as production planning, engineering, scheduling, forecasting, and reporting, and industrial capability.

TABLE 84-1
MANUFACTURING METHODS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	Manufacturing Methods Program	records relating to the establishment of policies, procedures, objectives, technical assistance, and consultation	at HQ USAF	retire as permanent
2			at OPRs designated by HQ AFSC	destroy when superseded or obsolete
3	manufacturing methods project files	contractual and procurement records, financial management reports, progress letters, patent, copyright, exhibits, and other supporting data, interim engineering reports, photographs, drawings, motion picture film, slides, X-rays, diagrams, schedules, preliminary specifications, revised processes, procedures, and other supporting data; final technical reports describing the manufacturing methods required, detailed specifications, pertinent bibliography, glossary, symbols, recommendation for changes in military specifications, and related data		retire as permanent 2 years after completion or termination of manufacturing methods project (see table 80-1, rule 17, for rejected unsolicited proposals)
4			at responsible system/ project office	retire with applicable system/project/task case file

85. Civil Engineering–General. These tables cover records encompassing all civil engineering policy, procedures, and guidance not applicable to specific areas as represented by series 86 thru 92. Included are civil engineer management systems and data automation procedures. For civil engineering awards program case files see table 900–1

TABLE 85–1

CIVIL ENGINEER DATA AUTOMATION PROGRAM RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	data cards	daily labor time cards and labor, material, contract, and other costs detail cards	on procedures of civil engineer data automation and base BRASS automation	destroy after 30 days
2		weekly labor, monthly contract, monthly material and other summary cards		destroy after monthly processing is completed
3		master work order cards		destroy deleted cards 30 days after preparation of monthly performance evaluation program report
4		master personnel cards		destroy superseded or obsolete cards after 30 days
5		employee number cards		destroy obsolete cards when no longer needed
6		cumulative-to-date summary cards		destroy 90 days after FY reporting requirements are completed
7	data listings	monthly contract audit and other cost audit lists		destroy after 30 days
8		civilian payroll reconciliation listing		destroy after 30 days, or when no longer needed, whichever is sooner
9		master personnel and master work order listing		destroy when superseded or obsolete
10		base Prime BEEF error listing and transaction list		destroy after 90 days
11		base Prime BEEF detail listing		destroy after 1 year
12	data reports	daily labor, material audit, monthly labor analysis, monthly cumulative summary, and comparable reports		destroy after 30 days
13		daily labor analysis, and work status reports		destroy after receipt of weekly report
14		weekly labor analysis report		destroy after receipt of monthly labor analysis report
15		monthly cumulative work order cost and analysis (for completed work orders), current month's cost ledger, monthly cumulative cost, and monthly family housing cost ledger reports		destroy after 4 years, provided requirements of table 175–2 are accomplished
16		monthly cumulative work order cost and analysis for incomplete work orders		destroy on receipt of succeeding months report.
17		base BRASS AFSC summary, base BRASS team/grade summary, command BRASS AFSC summary, command BRASS posture by AFSC, and command Prime BEEF error list		destroy after 90 days
18		facility historical report showing costs by facility and by FY		destroy when superseded

TABLE 85-3

INDUSTRIAL ENGINEERING

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	(RESERVED)			
2	Quality Assurance Evaluation (QAE) studies	reports, correspondence and other data which are work in progress inspections and follow-ups		destroy after 1 year or when no longer needed whichever is sooner
3		special studies or analysis		
4	local standards on work tasks	not covered by Engineered Performance Standards (EPS)		destroy after incorporated into EPS manuals

TABLE 85-4

CIVIL ENGINEERING RESOURCES AND WORK FORCE MANAGEMENT

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	BCE brochures	pertinent data concerning an air base, its organization, and function which serves as reference in management, planning, programming, and as a guide for visitors when appropriate		see table 5-1
2	maintenance, inspection and progress reports	reports of maintenance and repair activity on buildings, pavements, grounds, and utility systems, with related papers	at HQ USAF/ MAJCOMs/SOAs/ and subordinate commands	destroy after 2 years
3			at bases/stations	destroy on completion of subsequent inspection or test
4		reports of deficiencies noted		destroy when deficiencies are corrected
5	recurring work programs	forms of maintenance action sheets, equipment maintenance records, and master equipment records used to promote effective control and direction for the program		destroy when superseded, or when equipment is deleted from real property account, and/or when need has been superseded by automation.
6	facility folders	forms, such as condition survey series (as appropriate), work orders, work requests, project lists, job orders (completed), with disposal plans, and exceptions to criteria and/or waivers which are kept in an active status by summarizing data to consolidate files		destroy when recorded data is transcribed for file in summary form, or on inactivation of installation and transfer to the support base civil engineer responsible (EXCEPTION· if a facility is abandoned, demolished, sold, or salvaged, destroy when accountability is dropped from real property account)
7	work control	construction permits, work orders, work requests, material cost transfers, materials and equipment lists at bases/stations		destroy 2 years after work completion
8		service call log, job orders, job order logs, work schedules, multiple shop job schedules, job order schedules		destroy after 1 year
9		schedule reports		destroy after 60 days or when no longer needed, whichever is later (see note)
10		work center bench stock availability reports, materials support evaluations		destroy after 6 months
11		recurring work lists, collection work order number lists, work authorization lists		destroy when superseded

NOTE Not authorized for retirement to a federal records center

86. Civil Engineering Planning and Programming. This table covers records pertaining to policy, guidance, a management procedures for the programming of facility maintenance, repair, operation, and new construction usi all funding sources available for such purpose.

TABLE 86-1

*PROGRAMMING CIVIL ENGINEER RESOURCES

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
*1	MCP and minor construction programs, including P-341, NAF, and O&M by contract	annual (FY) MCP records and essential supporting evidence (line listings)	at HQ USAF/LEEP	retire as permanent a master copy of each program document with line listing (note 2)
2		extra or reference copy records of MCP, P-341, NAF, and O&M programs		destroy when no longer needed (EXCEPTION retain one copy of each document for 5 years after program year involved, or until no longer needed, then destroy)
3		construction project justifications, site plans, maps, definitive drawings, photographs, machine tabulations, listings, EAM cards tapes, narrative reports, studies, correspondence relating to rule 1		destroy 4 years after year program was enacted into law, or when no longer needed, whichever is later (note 1)
4	line item projects (that are approved)	program submissions, correspondence, reports, and other related papers	at MAJCOMs and below	hold for monitoring and control purposes. for disposition see table 89-1
5	line item projects (not accepted for current construction program)			hold for resubmission purposes, if not approved after 5 years, destroy
*6	budget authorization	USAF construction program document (the construction funding authorization)	at HQ USAF/LEEP	retire the final issuance as permanent (note 2)
7		superseded changes and/or revisions of funding authorizations		destroy 6 years after superseded
8			at MAJCOMs and below	destroy 2 years after superseded
9		statistical summaries, tabulations, worksheets, correspondence, and other data relating to apportionment request, fund allocations, reallocations, withdrawals, and the transfer of funds		destroy after 2 years or when no longer needed, whichever is sooner
10	project case files	estimates, project approval and funding information, work orders, engineer drawings, diagrams, specifications, materials approval, and other related data	are approved projects	destroy eight years after completion and final payment of settlement of the project (EXCEPTION Should an official inquiry thereon be made at any time during or after final settlement of any claim, retain files for 2 additional years)
11			are disapproved projects	destroy on determination that their accomplishment is no longer required
12		manufacturer's catalogs troubleshooting instructions, maintenance instructions, parts lists, and related papers which do not duplicate other records on file		destroy when no longer needed
13	project informational and control files	project data, correspondence reports, and other related papers	pertain to projects approved at lower echelons	destroy when no longer needed

TABLE 86-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
14	program reports	monthly reports of repair, minor construction, modification, and operation and maintenance projects proposed or in progress		destroy when no longer needed (EXCEPTION Destroy the 30 September report after 5 years, or when no longer needed, whichever is later)
15	performance evaluation program records	reports, related forms, and working papers		destroy after 1 year

NOTES 1 Explosive site planning generated by AFR 127-100 will be disposed of in accordance with table 127-1, rule 5
2 Offer to National Archives in 10-year blocks when latest documents are 30 years old

TABLE 86-3
FACILITIES BOARD

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	minutes of meetings	approved Facilities Board (FB) minutes serving as final approval for funding O&M projects	at HQ USAF/MAJCOMs/major subordinate commands/bases/stations	destroy after 5 years
2			(RESERVED)	
3			in members file	destroy when no longer needed, or after 1 year, whichever is sooner (EXCEPTION when interfiled with related projects, the disposition governing the project applies)
4			at activities other than rules 1 and 3	destroy after 1 year (EXCEPTION. when interfiled with related projects, the disposition governing the project applies)

TABLE 86-4
NATO INFRASTRUCTURE PROGRAM

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	SLICE—project case files (U S records in support of the NATO Infrastructure Program)	facilities projects, site plans, maps, drawings, studies, correspondence and a copy of the infrastructure disbursing vouchers for Prefinanced Projects (see note)	at HQ USAFE/DEXN, NATO Infrastructure Division	destroy after Joint Formal Acceptance Inspection (JFAI) and audit by the NATO Board of Auditors

*NOTE A copy of the vouchers will be kept with the prefinanced project files The original vouchers will be sent by the AFO to HQ AFAFC/AJQED per table 177-5, rule 4 1 with the original accounts described in table 177-5, rule 1

87. Real Property Management. These tables cover records pertaining to policy, procedures and responsibilities pertaining to acquisition, management, use, disposal, inventory accounting, and reporting of real property. Except for inventory, exclude contractor-operated industrial facilities which are covered by table 78-3.

TABLE 87-1

REAL PROPERTY MANAGEMENT

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	real property case files	correspondence, reports, studies, maps, charts, drawings, copies of legal instruments, delegations of authority, excess real property declarations, disposal authorizations, real estate planning reports (REPRs) and related data, machine listings of the annual real property transaction summary by voucher number and of the real property voucher transaction summary by facility number		retire as permanent upon inactivation of the installation (see notes 1, 2 and 3)
2		separate collection of REPRs	at AF regional civil engineer office	destroy 1 year after land is acquired, completed construction is accepted by the using agency, or line item is dropped from MCP, whichever is applicable
3	survey and special studies	special studies conducted on an "as requested" basis, such as real property studies and studies of leased real property in CONUS and overseas	at HQ USAF	file in real property case file (rule 1).
4			at MAJCOMs and major subordinate commands	destroy when superseded by later study or survey or after 2 years, whichever is later
5			at bases/stations	destroy when superseded
6	federal legislative jurisdictional matters	correspondence, reports, studies, decisions, legal opinions, and related data		file in real property case file (rule 1)
7		work papers and background supporting data		destroy when no longer needed or after 1 year, whichever is sooner
*8	annual summary of real property transfer actions	annual summaries of all real property acquisitions and disposals that involve an estimated value of more that $5,000 - $100,000 each (RCS DD-MIL(A)1275)		destroy after 3 years
9	nonindustrial facility mobilization	brochures, card indices, formal reports of facility allocation (DD Form 26-2), and related data pertinent to the acquisition and allocation of facilities available in event of an all-out mobilization	approved for acquisition	incorporate with rule 1
10			not approved for acquisition	destroy on determination that facility no longer meets AF requirements.
11	waivers and clearances	correspondence, maps, drawings, and related data concerning requests for waivers of flight and navigation obstruction and lateral air field clearances		destroy 1 year after renewal request, or when obstruction is removed or eliminated, and/or when AF is relieved of accountability for the installation, whichever is sooner
12	portable buildings (PB)	letters of appointment/termination of responsible and accountable PB property officers, and related PB property records	responsible PB officer copies	destroy when superseded
13			accountable PB officer copies	retain until PB property officer is relieved of assignment, destroy after audit, provided any reported irregularity has been cleared (see table 175-2)
14		supporting records to entries on PB property records		retain until PB property is disposed of and destroy after audit, provided any reported irregularity has been cleared (see table 175-2)

TABLE 87-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
15	changes in utilization of real property facilities	requests approved by DOD, HQ USAF, MAJCOMs and bases	at bases which maintain the real property accountable records	see table 87-5
16			at HQ USAF, MAJCOMs and bases that keep information copies only	destroy when no longer needed
17		requests disapproved by DOD, HQ USAF, MAJCOMs and bases		

NOTES

1 On derequisitioning or return of real property to a local (CONUS) or foreign (oversea) government, major subordinate commands and base/station activities, forward their records to the next higher level of command, where they are held until it is determined that no claim will be filed against the United States. All machine listings other than those shown in rule 1, column B, are to be disposed of when superseded.

2. Offer to the National Archives 30 years after the unconditional sale or release by the government of all conditions, restrictions, mortgages or other liens

3 Maintain records as current records until inactivation of installation, at which time they will be retired as permanent

TABLE 87-2

REAL PROPERTY INVENTORY

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	AF inventory of real property	published inventory documents	at HQ USAF	retire as permanent a master copy of each document published (see note 1)
2		correspondence and form reports, such as USAF real property inventory detail list, USAF land change report, and USAF installations characteristics report, machine listings, EAM cards and EDP tapes		destroy when superseded, obsolete or after 2 years, whichever is sooner
*2.1		magnetic tape of the Air Force inventory of real property	at HQ USAF	erase after 5 years
3		feeder reports, background and/or source data	at MAJCOMs and major subordinate commands	destroy when superseded, obsolete or after 1 year, whichever is sooner
4		retained USAF characteristics report	at bases/stations	retire as permanent when AF is relieved of accountability for installation (see note 2)
*4.1		retained USAF characteristic reports to include off-base installations	at MAJCOMs	destroy when superseded, obsolete, or after 1 year, whichever is sooner (NOTE See table 87-5 if base is inactivated or transferred)
*4.2		(RESERVED)		
*5		retained inventory reports other than report in rule 4, and related supporting data	at bases/stations	destroy when superseded, obsolete or after 1 year, whichever is sooner (NOTE See table 87-5 if base is inactivated or transferred)
*6		(RESERVED)		

NOTES

1 Those records created before 1983 will be offered to the National Archives when 50 years old Those records created after 1982 will be offered to the National Archives in 5-year blocks when the most recent records in the block are 25 years old

2 Offer to National Archives 30 years after base inactivation

TABLE 87-3

LEASED REAL PROPERTY CASE FILES

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	AF occupied GSA space	computer generated space assignment/termination letters from GSA regional offices assigning/terminating space to AF in GSA space; related case material	at HQ USAF	destroy 90 days after property is vacated
2	leased real property (excluding leased real property set up as a separate installation)	copies of ingrant legal instruments, floor plans, special orders, correspondence, reports and other related data concerning AF directly leased real property, copies of outgrant legal instruments, such as leases, easements, licenses, permits, right-of-way, or other agreements wherein the AF conveys an interest or right to use AF real property		destroy 2 years after the General Services Administration or the Corps of Engineers advises that the property to which the records pertain has been disposed of, or, if claims are pending, destroy 1 year after settlement of the claim (see note)
3			at MAJCOMs, major subordinate commands, and overseas bases	
4			CONUS bases/stations	
5			leased property site	destroy 90 days after termination of AF occupancy
6	leased real property set up as a separate installation			see table 87-1

NOTE. See table 19-3, Historic Preservation Program, for disposition of documentation relating to AF real property listed, eligible for nomination, or nominated but not approved for the National Register of Historic Places

TABLE 87-4

EXCESS REAL PROPERTY RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	AF real property excess declaration	informal excess declarations, notices of availability, requests for disposal of real property, and related correspondence		see table 87-1 for disposition
2	other agency notices of availability		related to property AF has a need for	on acquisition of the property, incorporate with records in table 87-1
3			related to property AF has no need for	destroy 6 months after determining that AF has no requirement for the property involved

TABLE 87-5

REAL PROPERTY ACCOUNTABLE RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*1	Overseas Base Civil Engineer (BCE) Real Property	property cards, ledgers, vouchers and voucher registers and supporting records, including printout of USAF Real Property Inventory Detail List, RCS HAF-LEE(AR)7115	related to an active installation, will be retained at the designated recordkeeping installation, upon inactivation of installation, keep the records at the designated recordkeeping installation or MAJCOM that has jurisdiction until terminal audit and base closure responsibilities are completed and it is determined that no claim will be filed against the US	retain pending approval of disposition authority
1.1		maps and record drawings		the accountable installation or MAJCOM will transfer to the appropriate recipient or to the major recipient of the properties involved
1.2		international balance of payments (IBP) and supporting records		incorporate in real property case file; see table 87-1, rule 1, for disposition
*2	US and territories administered by US (BCE) Real Property	property cards with supporting records including printout of report RCS HAF-LEE(AR)7115 relating to specific buildings or to equipment that is disposed of by demolition, salvage or lease termination		retain pending approval of disposition authority
3		(RESERVED)		
4		property cards, ledgers, vouchers and voucher registers with supporting records, maps, record drawings, including printout of report RCS· HAF-LEE(AR)7115 relating to an installation that is to be transferred between commands or to another federal agency		the accountable installation or MAJCOM will transfer to the receiving MAJCOM or agency
*5		property cards, ledgers, vouchers and voucher registers with supporting records, including a printout of report RCS. HAF-LEE(AR)7115	related to an active installation, will be retained at the designated recordkeeping installation, upon inactivation of installation, keep the records at the designated recordkeeping installation or the MAJCOM of jurisdiction until disposal of all the real property is completed	retain pending approval of disposition authority
5.1		maps and record drawings		the accountable installation or MAJCOM will transfer to appropriate recipients or the major recipient of the property

88. Facility Design and Planning. These tables cover records pertaining to policy, criteria, and technical directives dealing with the design, design management, and planning of military real property facilities, including applications engineering and development of engineering standards.

TABLE 88-1

ENGINEER QUALIFICATION RECORDS AND PROJECT CONTROL FILES

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	qualification files	brochures, pamphlets, assembled plans, drawings, work samples, correspondence, and other data reflecting on work required		destroy when superseded or obsolete
2		form reports, such as AF experience questionnaire, performance report, and related records		destroy on dissolution of the firm, or when AF is relieved of accountability for the installation, whichever is sooner (EXCEPTION hold performance reports when firms or firm members reassociate or reorganize).
3	engineer project control files	plans, drawings, design data, specifications, construction justification, budget data, cost estimates, and related correspondence and forms, such as military construction line item data, and USAF construction program	used for monitoring and/or reporting on the development of new engineering and construction design principles, standards, and criteria, preparation and/or validation of installation concepts and requirements for weapons systems and special projects	retire as permanent.
4		informational background data, work papers, etc		destroy when no longer needed, or 1 year after project authorization and funding approval and/or project cancellation or termination, whichever is later
5	Report of Architect- Engineer (A-E) contract awards	forms which list the A-E contracts awarded and the amounts paid and are used to determine which firms should be awarded A-E contracts		destroy after 3 years

TABLE 88-2

CIVIL ENGINEER DESIGN DATA

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	design plans and policy	reports, studies, plans, drawings, and other related data used to develop and/or monitor A-E design policies, criteria, and standards for planning and development of construction, repairs, alterations, utilities, and other facilities and services	at HQ USAF	retire as permanent
2			at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is sooner

TABLE 88-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
3	design and construction deficiency reports	reports, related correspondence, and other pertinent data	at HQ USAF/ MAJCOMs/major subordinate commands	destroy when deficiency is corrected and existing criteria, definitive drawings, and outline specifications are revised
4			at bases/stations	destroy when all legal, accounting, and contract requirements are met, or 2 years after correction of deficiency, whichever is later (Also see table 66-1)
5	maps, plans, drawings, and photographs	copies of all layout maps, plans, drawings, and photographs of an installation and its installed property (these records are maintained in addition to the master planning records in table 88-3)		destroy when superseded, obsolete, or no longer needed.
6			at bases/stations until AF is relieved of accountability for the installation	when recapture rights are retained by AF for the entire installation or for a portion of an installation, retire as permanent related maps, plans, drawings, and photographs
7				when recapture rights are not retained by AF, transfer the related maps, plans, drawings, and photographs to the individual or agency accepting accountability for the property (see note)
8	civil engineer specifications	copies of specifications used in master planning, construction, maintenance, repairs, and for inspections of work		for disposition see the table which governs the case or project file to which the specification relates
9	drawings on 105mm film	negatives of definitive designs (as published in AFM 88-2) and of air base master plans		destroy when superseded, obsolete, or when no longer needed
10	exceptions to criteria for morale, recreation, and welfare facilities	waivers to standards of accommodations for morale, recreation, and welfare facilities described in	at HQ USAF/ MAJCOMs/major subordinate commands	destroy after 5 years or when no longer needed, whichever is sooner
11			at bases/stations	destroy on inactivation of the installation
12	design calculations	mechanical, electrical, structural, civil calculations for major construction or rehabilitation		destroy when obsolete, superseded or no longer needed
13	service contract records	statements of work, Air Force Service Contract Advisory Group (AFSCAG) formats and related records		

NOTE When real property is returned to a local (CONUS) or foreign (oversea) government, retain records at next higher level of command until it is determined that no claim will be filed against the US Duplicate copies of maps, plans, etc , may be furnished to the individual or agency accepting accountability for the property, or to the government agency charged with disposing of the government property When duplicate copies are not available, records may be made available for reproduction purposes.

TABLE 88-3

AIR BASE PLANNING RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	comprehensive plans and supporting data	plans of present or planned installations, attendant charts, drawings, and photographs	at HQ USAF/ MAJCOMs/major subordinate commands	destroy plan when revised in its entirety, and/or when AF is relieved of accountability for installation
2			at bases/stations	destroy plan when revised in its entirety, and retire as permanent when AF is relieved of accountability for installation (see note)
3		changes to, and revisions of, plans that are disapproved		destroy after 2 years.
4		correspondence, studies, reports, and related supporting data that reflect on the characteristics of an installation		

NOTE. On return of real property to local (CONUS) or foreign (oversea) government, transfer plans to the individual or agency accepting accountability, retire a copy of all records involved in the transfer action after it is determined that no claim will be filed against the US

89. Facility Construction. This table covers records pertaining to construction, repair, and contract acquisition of military real property facilities, including procedures, basic policies and responsibilities for construction execution and management, construction surveillance, funds management, construction status reporting, construction by contract, and transfer and acceptance of facilities.

TABLE 89-1

USAF MILITARY CONSTRUCTION PROGRAM STATUS REPORTS AND CONSTRUCTION PROJECT FILES

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	status reports	form reports on progress of design and construction projects		destroy when superseded by updated report
2		form reports on completion of the projects in rule 1	at MAJCOMs and below	place in facility folder, see table 85-4 for disposition.
2.1			at HQ USAF	destroy 10 years after year of congressional authorization, load completed record in data bank as permanent record
3		source, feeder, or background data		destroy when no longer needed, or after 1 year, whichever is sooner
4	construction project control files	site plans and feasibility studies; charts; maps; preliminary, interim, and final drawings; photographs; cost estimates, construction and funding authorizations; reports of inspections, progress, and of status, construction transfer, and final acceptance records, with correspondence	approved and funded but cancelled before the start of or before completion of the construction authorized	retire as permanent
5			completed construction project (see note)	
6			line item project files maintained for construction surveillance by AF regional and base civil engineer and other offices	destroy 3 years after fiscal completion

TABLE 89-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
7		feeder reports, such as messages and transitory narrative reports of work stoppages, other labor situations, equipment and material deficiencies, other data serving for background information and control		destroy 1 year after final acceptance of the construction, inactivation of installation or facility, or when no longer needed
8		manufacturer's catalogs, trouble-shooting instructions, maintenance instructions, parts lists, and other related papers		destroy when no longer needed

NOTE When AF is construction agent on new construction (except for family housing which is covered in table 90-2), forward to the civil engineer responsible for the utilization, maintenance, and operation of the completed construction all "as built" drawings, specifications, and other essential data, together with a transfer and acceptance of military real property. These data are made a part of the base accountability records (see table 87-5)

90. Housing. These tables cover records pertaining to policies, procedures, and responsibilities encompassing all government-owned or contracted family housing used by the AF, including AF inventory, and status of utilization; retention of inadequate housing; procedures for leasing family housing; operation and rental rates for government-owned trailer spaces; special programs, and the submission of progress reports on family housing construction projects administered by the AF.

TABLE 90-1
HOUSING RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	Wherry Act housing	mortgage, mortgage note, agreement for acquisition, purchase agreement, title insurance policy, related legal records and papers which are construction closing file and acquisition file		destroy 10 years and 3 months after unconditional sale or release by the government of conditions, restrictions, mortgages, or other liens (see note)
2	Capehart Act housing	FHA commitment, housing contract, lease, mortgage, mortgage note, title insurance policy, related legal documents and papers which are initial, interim, and final closing files		
3	status records	surveys and reports of existing family housing reports of inadequate housing, photographs, drawings, and correspondence	at HQ USAF/MAJCOMs/major subordinate commands and at bases/stations	destroy after 5 years, upon completion of comparable survey, or when no longer needed, whichever is sooner
4	(RESERVED)			
5	AF inventory and utilization of military family housing units	form reports of inventory and occupancy of military-owned and -controlled family housing units, statements of facilities and assignments, and related papers		destroy after 1 year
6	family housing survey and programming	questionnaires on family housing, tabulation of family housing survey, determination of bachelor and family housing requirements, project composition and military construction line item data		destroy after 3 years
7	(RESERVED)			
8	rental records	applications for quarters, contracts, leases, and supporting records relating to rental of living quarters in rental housing		destroy 1 year after termination of AF occupancy, provided no claims actions are pending

TABLE 90-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
8.1			at site of leased property	destroy 6 months after termination of AF occupancy, provided no claims actions are pending
9	essential civilian family housing records (Sec 809, National Housing Act)	approved applications for and certificate of employee eligibility forms, and related correspondence		destroy after 1 year, or when no longer needed, whichever is sooner
10		forms or certificate of need and related certificate register retained in certifying office until program is discontinued		destroy after 1 year
*11	unaccompanied personnel housing (UPH)	questionnaires on UPH determination of bachelor housing requirements		destroy after 3 years

NOTE Obtain AF/LEE and AF/JA clearance prior to authorizing destruction (see also table 177-5, rule 5)

TABLE 90-2

FAMILY HOUSING CONSTRUCTION RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	AF housing construction	construction and funding records, such as invitations to bid, FHA-appraised statements, architect engineering contracts, contract specifications, change orders, reports of inspection, and related data which document the construction of housing projects administered by AF (see table 89-1 for housing projects administered by the Corps of Engineers)		destroy 20 years after AF is relieved of accountability of the housing units
2		construction sketches and preliminary plans		destroy on AF acceptance of the completed construction
3		original tracings, blueprints, and final plans ("as built" and "as now" plans and drawings)	at HQ USAF/ MAJCOMs/major subordinate commands	destroy when no longer needed (see note)
4			(RESERVED)	
5			at bases/stations	transfer to new owner when accountability changes or destroy when building is demolished
6		final reports executed on completion of construction	at HQ USAF and bases/stations	destroy 20 years after AF is relieved of accountability of the housing units
7		monthly reports on progress of housing construction projects		destroy when superseded
8			at MAJCOMs and major subordinate commands	destroy after 6 months
9		manufacturer's catalogs, trouble shooting instructions, maintenance instructions,, parts lists, and related papers which are not duplicates of other records on file		destroy when no longer needed

NOTE Retirement to a Federal Records Center is not authorized

TABLE 90-3

ON/OFF-BASE HOUSING RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	off-base housing referral service	family housing information, detailed sale/rental listing, off-base housing applications, notification of housing selection, landlord/tenant complaint, and related correspondence	at Housing Referral Offices	destroy 1 year after applicant has been placed, landlord ceases to list with base referral office or when no longer needed
2		off-base housing referral reports	at other than HQ USAF	destroy after 2 years or when no longer needed, whichever is later
3			at HQ USAF	destroy when 10 years old
4	equal opportunity in off-base housing	housing discrimination complaints, case files, reports of investigation, and related correspondence	unsubstantiated and retained at other than HQ USAF	destroy 2 years after end of year in which case is closed.
5			substantiated and retained at other than HQ USAF	destroy 2 years after restrictive sanctions are removed or other related actions are closed
6			at HQ USAF other than HQ USAF/JACL	destroy when 10 years old
7			at HQ USAF/JACL	disposition per table 110-1, rules 15 through 18, as applicable.
8	base housing management	housing requests, quarters condition inspection reports, assignment orders, and related records		destroy 1 year after termination of quarters occupancy and final inspection of quarters (see note)
9		advance applications for assignment to military family housing	held by losing activity as proof of mailing	destroy after 6 months
10		excess family housing list		destroy when obsolete or superseded.
*11	unaccompanied personnel housing (UPH)	utilization/occupancy reports and related records such as registration forms	at other than HQ USAF	destroy after 2 years.
12			at HQ USAF	destroy when 12 years old
*12.1		reservation forms AF Forms 2506 and 2507	at AF base billeting offices	destroy when no longer needed
13		request for BAQ, quarters assignment, statements issued to personnel authorized to reside off-base, commander's notice to terminate quarters, etc.	at bases	destroy when superseded or upon PCS from base.
14	family/bachelor/transient housing, housing referral or equal opportunity in off-base housing	basic policies, procedures, policy waivers, etc	at HQ USAF and MAJCOMs	destroy when 20 years old
15	temporary lodging allowance (TLA) entitlements	request for TLA and supporting documents such as TLA worksheets, TLA expense, initial TLA authorization and continuation request/approval	at base level housing and/or billeting offices	destroy 1 year after termination of special allowance (exception when discrepancies are involved, destroy 6 months after discrepancies are cleared) (See table 177-32, rule 66)

NOTE When approved by the command RM, records eligible for destruction may be transferred to Defense Investigative Service (DIS) upon request

91. Real Property Operation and Maintenance. These tables cover records pertaining to procedures, basic policies and responsibilities for maintenance and repair of real property facilities, operation of utility plants and systems, and performance of custodial, pest control, and refuse disposal services.

TABLE 91-1

BASE CIVIL ENGINEER (BCE) BROCHURES, REPORTS AND CONTROL RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	BCE brochures	pertinent data concerning an air base, its organizations and their functions which are ready reference in management, planning, programming, and as guide for visitors when appropriate		see table 85-4
2	maintenance, inspection and progress reports	reports of maintenance and repair activity of buildings, pavements, grounds and utility systems, with related papers	at HQ USAF/ MAJCOMs/major subordinate commands	
3			at bases/stations	
4		reports of deficiencies noted		
5	equipment maintenance program	forms of maintenance action sheets, equipment maintenance records and master equipment records used to promote effective control and direction for the program		
6	swimming pool operation	logs and related papers pertaining to operation of a base swimming pool		see table 91-3
7	corrosion control	corrosion damage control, problem areas, tests, surveys, remedial action, related records used to manage corrosion control program		

TABLE 91-2

MAINTENANCE AND REPAIR PROJECTS AND PROGRAM REPORTS RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	project case files	estimates, project approval and funding information, work orders, engineer drawings, diagrams, specifications, materials approval, and other related data	approved projects	see table 86-1
2			disapproved projects	
2.1		manufacturer's catalogs, trouble-shooting instructions, maintenance instructions, parts lists, and related papers which do not duplicates of other records on file		
3	project informational and control files	project data, correspondence reports, and other related papers pertaining to projects approved at lower echelons		
4	program reports	monthly reports of repair, minor construction, modification, and operation and maintenance projects proposed or in progress		
5	programming records			
6	performance evaluation program records	reports, related forms and working papers		

TABLE 91-3

UTILITY SYSTEMS AND SERVICES

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	utilities conservation	correspondence, reports, surveys, poster designs, informational media, and related data		destroy when obsolete or no longer needed
2	utilities systems operation	reports of fuel consumption, service economy reports, utility systems operating logs, cathodic protection system operating logs, flow charts, temperature reports, wind velocity readings, and related data	at major subordinate commands and above	destroy after 2 years
3			at bases/stations	destroy after 5 years
4		daily operation logs used as source data for monthly logs		destroy after 90 days
4.1		heating plant daily operating logs used as source data for monthly logs		destroy 1 year after end of fiscal year or when no longer needed, whichever is sooner
5		copies of Bureau of Mines coal analysis and SA-ALC fuel oil analysis		destroy after 2 years
6		laboratory test reports		destroy after 2 years or when no longer needed, whichever is later
7	utility service	copies of contracts, all modifications and supporting evidences, lists of suppliers, contractors' rate schedules, utility operational charts, meter readings, billing data, and related informational and control data which insures that all existing utility services satisfy base requirements and conform to contract provisions		see table 70-1
8	energy monitoring and control systems (EMCS)	plans to connect facilities to the system which are used in programming initial installation, changes and expansions		destroy after 1 year or when no longer needed, whichever is later
9	electrical utility distribution systems operations	reports, studies, related electrical utility systems operations records and drawings	at bases/stations	destroy when obsolete or no longer needed
10	swimming pool operation	logs and related papers		destroy after 2 years
11	corrosion control	records on corrosion damage control, problem areas, tests, surveys, remedial actions, and related matter		destroy when superseded, equipment is removed from accountability, or when useful life of facility has terminated

TABLE 91-4

MAINTENANCE AND OPERATION OF ELECTRICAL POWER GENERATING PLANTS (PRIME AND EMERGENCY)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	operating logs	forms, such as emergency generator operating log (inspection testing), daily power plant operating log (diesel-electrical), other special logs, and related data	original logs covering the first year of operation	destroy when power plant is removed from AF inventory
2			copies of logs in rule 1	destroy after 2 years or when no longer needed, whichever is later (see note)
3			logs covering all subsequent years of operation	
4	historical records	forms, such as historical record—diesel-electric generator and system, with power plant log books and graphs (performance curves), etc which is a chronology of power plant maintenance and servicing operations		keep with the engine-generator set, destroy when the unit is declared unserviceable and salvaged

TABLE 91-4. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
5	emergency generator inventory	inventory listing numbers, sizes and capacities	at bases/stations	destroy after 5 years

NOTE Not authorized for retirement to a federal records center

TABLE 91-5

SANITATION AND CUSTODIAL SERVICES (see note)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	janitorial and custodial services	reports of cost, manning, and scope of services provided, with justifications for contract services and related correspondence, excluding procurement contract files		destroy after 1 year or when no longer needed, whichever is later
2	(RESERVED)			
3	garbage and refuse collection services	reports of cost, manning, daily workload logs, and contractual service records, records relating to services performed by base personnel, contractual services and correspondence relating to above, excluding procurement contract files		destroy after 2 years or when no longer needed, whichever is later
4		records relating to services performed by base personnel	at MAJCOMs and below	
5		records relating to contractual services performed		see table 70-1
5.1	contract service or consultant records		at HQ AFESC and below	destroy after 1 year or when no longer needed, whichever is later

NOTE. The records in this table are not authorized to be retired to federal records centers

TABLE 91-6

FACILITY FOLDERS AND WORK CONTROL RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	facility folders	forms, such as condition survey series (as appropriate), work orders, work requests, project lists, job orders (completed), with disposal plans, and exceptions to criteria and/or waivers	retained in a current and active status by summarizing data to consolidate file	see table 85-4
2	work control	construction permits, work orders, work requests, material cost transfers, in-service work plans, materials and equipment lists		
3		service call log and job order logs		
4		work schedules, multiple shop job schedules, job order schedules, schedule reports, work center bench stock availability reports, materials support evaluations		
5		recurring work lists, collection work order number lists, work authorization lists		

TABLE 91-7

USAF FOREST MANAGEMENT PROGRAM RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	program planning	plans, policies, and related papers	at HQ USAF/MAJCOMs	destroy when superseded or no longer needed
2			at base level	retire as permanent
3	reporting requirements	reports of receipts and expenses from production and harvesting of lumber or timber products	at HQ USAF	destroy when obsolete or no longer needed
4			at MAJCOMs and below	destroy when superseded, obsolete, or after 2 years, whichever is applicable
5		forest management record-unit prescription reports used to schedule work programs	at HQ USAF/MAJCOMs	destroy when superseded, or no longer needed
6			at base level	retire as permanent
7	sales and service contracts	site preparation, planting operations, technical services, and sales of forest land contracts including invitations for bids, amendments, awards, bid abstract (if applicable), and supporting papers	at forest management activities	see table 70-1
8	individual record unit folder	work photos, tally sheets, maps, special notes or instructions, prescription reports and certified copies, record unit and subunit, summary sheets, and other related papers	at base level	retire as permanent (EXCEPTION. before retiring, destroy maps, photos, etc , that do not contribute to analytical historical data)

TABLE 91-8

AIRFIELD AND ROAD PAVEMENT MARKING RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	pavement marking control data	schedules of installations to receive marking, airfield marking program-daily activities log, airfield marking program project summary, airfield marking program-serviced base CE support cost summary, daily narrative log on vehicular operations, and related papers	at HQ USAF/MAJCOMs and HQ AFLC area monitor/scheduler	destroy after 3 years
2			at major subordinate commands and bases/stations (installations receiving marking service)	destroy after 2 years

TABLE 91-9

AIRFIELD AND BASE SNOW REMOVAL AND ICE CONTROL

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	program data	annual snow removal plan, charts and maps	at MAJCOMs and below	destroy when superseded or updated
2	operations control data	weather reports, status and maintenance of equipment, log of operations, and other related data	at bases	destroy when no longer needed
3	personnel data	orders, instructions, training schedules, on-the-job qualifications, and related data		destroy when superseded or obsolete

TABLE 91-10

MANAGEMENT AND CONSERVATION OF LAND

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	land management maintenance	plans, authorizations, procurement of supplies, services, labor construction maintenance and related correspondence concerning environmental protection policies	at HQ USAF/MAJCOMs	destroy when superseded or no longer needed.
2		policies pertaining to rule 1	at HQ USAF/MAJCOMs and base level	retire as permanent.
3	training and certification of herbicide operators	technical instruction, training and certification of individuals to apply pesticides to insure adequate environmental safeguards	at MAJCOMs and base level	see table 91-12

TABLE 91-11

BUILT-UP ROOF MANAGEMENT PROGRAM

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	built-up roof management	built-up roof list and roof inspection priority list for facilities with built-up roofs and order of inspection		destroy when superseded by updated list
2		roof summary form, unmarked roof plan drawing which are summaries of roof construction on a facility		destroy when superseded by updated form and roof plan, or destroy when facility is demolished and dropped from real property account
3		roof inspection and rating worksheet forms (with marked-up roof plan drawings), job orders, work orders and contract data such as specifications, all submittals (performance agreement, quality control records, as-built roof summaries, manufacturers certification), laboratory reports of roof sample testing, and contract management inspection records		destroy when the existing roof system is removed and replaced, or destroy when facility is demolished and dropped from real property account

TABLE 91-12

PEST MANAGEMENT SERVICES

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	pest management services	pest management plans, annual pest management program reviews and program records, related data, DOD management by objectives reports		destroy after 50 years (see note).
2		staff assistance visit reports, aerial spray environmental impact statements and validation survey reports		destroy when superseded or on inactivation of the installation, whichever is sooner
3		records of pest management maintenance, historical treatment, and termite and wood decay inspections	at bases/stations	destroy 2 years after building is disposed of or base is inactivated and dropped from real property accounts
4		contracts, contract statements of work, MAJCOM approval letters, contract service records, and contract-related records	at MAJCOMs and below	destroy 1 year after termination of contract or expiration of warranty, whichever is later
5		listing of personnel qualified and certified to perform pest management operations, and correspondence		destroy when superseded or on inactivation of the installation, whichever is sooner

TABLE 91-12. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
6		individual's Technician Certificate of Competency		destroy old certificate upon recertification or when individual is no longer certified or leaves the AF
7		pest control summary report monthly/quarterly detail/error listing	at bases/stations	destroy after 30 days or when no longer needed
8		pest control summary report		destroy after 2 years
9		detail cards and correction cards, transcripts for pest reports		destroy after all processing is completed or when no longer needed
10		pest control summary report (cumulative listing)	at MAJCOMs and below	destroy after 3 years
11			at AFESC	destroy after 50 years (see note)
12		approval letters for nonstandard pesticides and equipment	at MAJCOMs and below	destroy when the pesticides and equipment are no longer used or are not in possession of the installation

NOTE Destroy 50 years from the date of the establishment of the records or 50 years after the date of the enactment of Public Law 96-510, 11 Dec 80, whichever is later If the Administrator of the Environmental Protection Agency requires longer retention of these records for the protection of the public health of welfare, submit a request to SAF/AADAQD for approval of this revised retention period

*TABLE 91-13

REFRIGERATION, AIR CONDITIONING, EVAPORATIVE COOLING AND MECHANICAL SYSTEMS

RULE	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
1	system balance and test data	forms of system performance data used to promote efficient operation	at bases/stations	destroy when superseded or when systems are deleted from real property account
2	operation logs	forms of operating data on air-conditioning equipment used to predict system maintenance requirements		destroy after 2 years or when no longer needed, whichever is later
3	air-conditioning equipment trouble analysis	forms of data used to determine cause of malfunctioning equipment		destroy after 2 years

92. Fire Protection. This table covers records pertaining to all aspects of fire protection engineering, fire prevention, actual fire fighting, and related rescue services in connection with functional fire protection requirements for real property, facilities, material, aerospace vehicle and associated weapon systems support operations and processes on the ground and/or in the vicinity of AF installations or other identified locations.

TABLE 92-1

FIRE PROTECTION

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	fire department training	training standards, objectives, methods of operation and schedules		destroy when superseded or obsolete
2		reports of proficiency training and supporting records		destroy after 1 year

TABLE 92-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
3		charts indicating status of training of firefighters used to maintain training status		destroy when replaced, obsolete, or no longer needed Destroying includes erasing or taping over
3.1		individual proficiency certification/evaluation records	filed in consolidated training record	forward with consolidated training record when individual is reassigned (see table 35-1, rule 1)
4	pre-fire planning	plans, maps, charts, drawings, and civil and military fire organization liaison agreements, with other data reflecting water source supply locations, hydrants, sprinklers and alarm systems, other fire fighting equipment, routes to follow, and data on the features of a building		destroy when superseded or obsolete
5	fire protection equipment	standards, specifications, photos, research and development evaluations, programming and procurement data, inspection records, and other informational data		destroy when obsolete or no longer needed.
6	fire protection inspections and tests	checklists and similar forms used in conducting real property inspections, including inspection and tests of installed systems of fire extinguishing, alarm, and detection equipment, portable fire extinguishers, etc		destroy 1 year after reporting year, or when superseded by follow-on report (provided all spaces thereon are filled), whichever is applicable
7		reports of fire hazards and/or deficiencies		destroy when hazard or deficiency is corrected or 2 years after reporting year, whichever is later (also see table 88-2)
8	daily fire activities	the fire record journal		destroy 2 years after date of last entry
9		daily fire log, and comparable fire activities data		destroy after 2 years (see note 1)
10		source or feeder-type reports that support records in rules 8, 9 and 14		destroy after 1 year or when purpose is served, whichever is sooner (see note 1)
10.1		voice recorder tapes	at fire departments	erase after 15 days (Exception retain tapes involved in incident reports, investigations, or legal actions until case is settled, and then erase)
11	fire protection statistical summary	records of statistical recapitulations of the total annual fire loss experience	at AFESC	retire a master copy of the annual statistical summary as permanent (see note 2)
12			at MAJCOMs and below	destroy after 2 years
13		feeder reports to the annual statistical summary		destroy after 1 year or when no longer needed, whichever is sooner
13.1		activity report		destroy 2 years after reporting year
*14	fire incident and rescue reports	individual and consolidated reports, and related data (hard copy records)		destroy 2 fiscal years after reporting year (see note 1)
15	reciprocal agreements	mutual aid, and joint use civil airport operations agreements		destroy when agreement is superseded or terminated.
*16	welding, cutting and brazing permits	AF Form 592, USAF Welding, Cutting and Brazing Permit	at fire departments	destroy 30 days after completion of the project/contract with which the work is associated (see note 3)
*17	water flow test records	AF Form 1017, Water Flow Test Record, and related records	Technical Services or Fire Inspection Section, base fire departments	destroy after 5 years

NOTES

1 Retain records on accidents resulting in legal action until case is settled, then destroy

2 Offer to National Archives in 10-year bocks when the latest record in the block is 20 years old

3 Should a fire result from the operation, make the AF Form 592 a part of the investigation report.

93. Special Civil Engineering. These tables include special activities relating to troop application and contingency planning of civil engineering not covered in other civil engineering series. Includes RED HORSE and PRIME BEEF policy, procedures and operations

TABLE 93-1

PRIME BEEF (PB—PRIME BASE ENGINEER FORCE) RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*1	posturing (planning)	manning requirements (MAJCOM and base) with related correspondence	at AFESC and below	destroy after 3 years.
*2	manpower	recommended, approved or disapproved conversions, and upgrade/downgrade actions	at AFESC	
*3			at MAJCOMs and below	
*4	deployment	volunteer requests, requests for assistance, deployment instructions and reports for both MAJCOM and USAF directed deployments	at AFESC and below	destroy after 2 years.
5	contingency/ operations plans	plans with related background material		destroy when superseded.
*6	RESERVED			
7	mobility folders	individual team member certificates and records	at MAJCOMs and below	destroy upon transfer of member
8	reports	training reports, plans, objectives, results and recommendations	at AFESC and below	destroy after 2 years or when no longer needed.
*9		inspection reports and results		
10		staff assistance visit reports and recommendations		destroy after 2 years unless rule 1, 2 and 3 governs.
*11		reports covering major catastrophes and wartime mission supports	at AFESC/DEO	retire as permanent (See note)
*12		Unit Combat Readiness Reporting (UNITREP)	at HQ USAF and AFESC	destroy after 1 year
*13			at MAJCOMs and below	
*14	RESERVED			

*NOTE Offer to National Archives in 5-year blocks when latest document is 5 years old

TABLE 93-2

CIVIL ENGINEERING RED HORSE PROGRAM RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	programming records	records that reflect the development, formulation and issuance of policies, procedures, and the exercises of managerial control of RED HORSE programs	at HQ AFESC	retire as permanent (see note 3).
2	plans	contingency/operations and MAC affiliation plans with related background material		destroy when superseded (see note 2)
3	deployment and project files	estimates, military construction project data, work directives, project approval and funding information, work orders, engineering drawings, diagrams, specifications, and any pertinent data such as feeder reports (messages and transitory narrative reports of work stoppages, other labor situations, equipment and materiel deficiencies, and other data used for background information and control)	at HQ AFESC and MAJCOMs	destroy 3 years after completion of project
4			at bases	see table 89-1
5			on projects that have been disapproved	destroy after 2 years.
6			at RED HORSE squadrons	destroy when no longer needed (see note 1)

TABLE 93-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
7	reports	mobility status reports (C-ratings) on personnel and equipment		destroy after 2 years, or when no longer needed, whichever is sooner
8		squadron activity reports		
9		vehicle status reports with information on vehicle location, losses and gains		
10		personnel and TDY manning reports		

NOTES

1 Within 30 days after acceptance, send DD Form 1354, Transfer and Acceptance of Military Real Property, to the host BCE and one set of reproducible as built drawings, all brochures of warranties on installed equipment and any maintenance data that might aid the BCE personnel

2 See table 28-1 for wartime plans.

3 Offer to the National Archives when 10 years old.

95. *Visual Information (VI) Systems. These tables cover records pertaining to all aerial and ground still photography, motion picture photography, sound recordings, and television, except reconnaissance photography, telemetry, and Armed Forces radio and television service.

TABLE 95-1

*STILL PHOTOGRAPHY

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	official record photographs, with original negatives or transparencies (see note 1)			send according to AFRs 95-3 and 95-4 to 1361st Audiovisual Squadron, AAVS (MAC) (see note 5).
2	photographs made a part of a project file, report, or similar group of records			retire or dispose of with records of which they have been made a part
3	original negatives (see note 2)	negatives from which prints have been submitted with reports	submitted with unsatisfactory, damage, accident, and similar reports	destroy after 3 months
4		negatives and extra prints of photographs of AF officers	not at base photographic laboratories	destroy on death or retirement of the individual (see note 3)
*4.1			not at base photographics laboratories	destroy after 12 months (see note 3)
*4.2			of local commanders, inspectors and key personnel	retain until individual is retired, relieved or reassigned and destroy when no longer needed
5		negatives of photographs of purely local interest made for public relations use		destroy when no longer needed
*5.1			of local individuals (other than officers) requiring recognition or identification, i e, senior enlisted advisor, complaints NCO, AFCOMS advisory board member, etc	

TABLE 95–1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*6		negatives which are valueless due to faulty photography, or because of similarity are considered to be duplications		
7	original negatives or prints produced in training or practice (see note 4)	subject matter not desired for record		
8	duplicate negatives or prints			
9	photographs not covered above			
*10	photographic work order	work request and related papers		destroy 18 months after monthly Visual Information Workload Factors Report is prepared
*11	monthly Visual Information Workload Factors Report	AF Form 1340, Monthly Visual Information Workload Factors Report		retain for 5 years, then destroy

NOTES.

1 Report any still photographic collection not covered in this table to SAF/AADAQ for appropriate disposition instructions

*2 Disposable negatives and prints may be retained beyond prescribed retention period only when recommended for retention by the MAJCOM/SOA/DRU VI manager.

EXCEPTIONS· As specified in AFR 36–93

'hotographs made as part of examinations or exercises before the completion of training courses are not retained as a part of the student's p nent record

he 1361st Audiovisual Squadron collects and forwards to DOD Still Media Center for accessioning. DOD Still Media Records Center s until no longer needed, then recommends to SAF/AADAQ to offer to the National Archives. Offers should be chronological segments or ıin logical file arrangement SAF/AADAQ provides disposition instructions on unaccepted offers

TABLE 95–2

*MOTION PICTURE PHOTOGRAPHY/VIDEO

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*1	record motion picture photography/video	motion picture photography, video tapes, and related audio recordings		send under AFRs 95–3 and 95–4 to 1352 AVS/DOSLR, Norton AFB CA 92409 (see notes 1 and 2)
1.1	educational television (ETV) official record records			
*2	official release prints	all prints distributed through the AF Visual Information (VI) Library System under AFR 95-4		do not dispose of without authority of AF Central VI Library
*3	copies of material which has been forwarded to the DOD Motion Media Records Center	master positives, duplicate negatives, or prints		destroy, salvage, or stage when no longer needed (except rule 2).
*4	local interest photography/video	films exposed for base information service, local television news programs, and other purely local interest purposes		

TABLE 95-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*5	film/video produced in testing film, photographic or video equipment, or in training photographers			
*6	video/photography produced by other agencies	prints no longer useful or not pertinent to AF activities		
*7	original photography/video which is unusable because of inferior quality			
*8	film/video requiring emergency disposal			see AFR 12-50, vol I, paragraph 4-5
9	photographic artwork	drawings, animations, cartoons, titles and selected mounted photographs covered with acetate foil on which pertinent instructions are written		salvage for other uses, or destroy after completion of project
10	commercial projects	requests for production, outlines and/or treatments, final scripts, talent releases, music rights and cue sheets, reports on final conference, progress, status performance, crew, travel and temporary duty, certificates for authorized changes and script coverage; production contracts, supplemental agreements, change orders, authorizations for payment; and notices of final payment of the contract	at HQ USAF/ MAJCOMs/major subordinate commands	destroy 20 years after motion picture is accepted by AF (EXCEPTION· see note 3)
11			below major subordinate commands	destroy 6 years after final payment for projects (EXCEPTION retain one copy of final script, talent releases, and music rights until final disposition of related films).
12	in-service production records	records pertaining to preparation of complete motion picture film or filmstrip subjects for use in training, orientation, indoctrination, and public information, original requests and formats, approvals, production assignment, approved scripts, correspondence regarding production, final approval, and initial release print requirements	at HQ USAF/ MAJCOMs/major subordinate commands	destroy 20 years after production of the motion picture (EXCEPTION· see note 3)
13			below major subordinate commands	destroy 2 years after completion of project.
*14	in-service project records	records pertaining to assignment of AF units for photography, varying from a few shots to several reels, requests for photography, letters of assignment, and project status reports (see rule 12 for preparation of complete subjects)	at HQ USAF/ MAJCOMs/major subordinate commands	destroy 20 years after production completion (EXCEPTION see note 3)
15			at HQ AAVS staff offices and below major subordinate commands	destroy 2 years after completion of project.
16	instrumentation film			see table 80-3
*17	film/video salvage or destruction	records relating to the destruction or salvage of film, film strips, and video cassettes, i e, notices or certificates of destruction	below major subordinate commands	destroy after 2 years.
*18			at DOD Motion Media Records Center	destroy after 5 years

TABLE 95-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
19	film service request records	service project records, including initial request for motion picture film and sound tapes, and related records		destroy 2 years after closeout of film service project
*20	acquisition records	accession forms, receiving records and similar items indicating film subjects received and entered into the DOD Motion Media Records Center		destroy after 2 years, or when no longer needed, whichever is sooner
21	loan records	control records on film loaned to laboratories for reproduction and on film borrowed from NARS		
*22	film/video control records	records used to control motion picture film/video within the DOD Motion Media Records Center, such as master cards, retention cards, film cutter records, footage reports, inventory change records, shelf lists, classification/ downgrading records, withdrawal records, shipping control records, and similar records	at the DOD Motion Media Records Center	destroy after 2 years, or when no longer needed, whichever is sooner
*23		locator cards		hold throughout the life of the DOD Motion Media Records Center. They have the same ultimate disposition as the records to which they pertain.
24	records disposition schedules	directives and schedules governing motion picture film disposition		destroy on discontinuance of function, or when no longer needed, whichever is sooner
25	card catalogs and locator aids	project number cards and title cards (see note 4)		hold until the film is destroyed or transferred to another agency (see note 2)
*26		film number, subject, and categorical index cards and master archival records of films retained in the DOD Motion Media Records Center		

NOTES

*1 Report any motion picture/video collection not covered in the table to SAF/AADAQD for appropriate disposition instructions

*2 The DOD Motion Picture Records Center retains until no longer needed, then recommends SAF/AADAQD offer to the National Archives Offers should be chronological segments or within logical file arrangement SAF/AADQ provides disposition instructions on unaccepted offers

*3 Project files related to films/video productions offered to and accepted by the National Archives will be transferred to the National Archives with related product.

4 Duplicate copies may be retained until no longer needed

TABLE 95-3

*SOUND RECORDINGS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	sound recordings	those transcribed to paper records		erase or destroy immediately
2		those not transcribed to paper		request disposition record material instructions through channels from SAF/ AADAQ (see note)
3				destroy transitory material when no longer needed
*4	video tapes			see table 95-2

NOTE The letter requesting disposition instructions will include a full description of the subject matter or event recorded, and the purpose for which the recording was made

*This table covers records pertaining to administration and operation of the Visual Information Library Service, a program by which motion picture films, film strips, video cassettes, slides, related transcriptions, and projection equipment are stored, accounted for, and distributed to AF activities.

TABLE 95-4

*VISUAL INFORMATION (VI) LIBRARY SERVICE

RULE	A If the record are or pertain to	B consisting of	C which are	D then
1	base VI library audio-visual materials request	correspondence issued and returned with film		destroy 1 year after date of issue.
2		correspondence held base VI library or film-issuing activity		destroy on return of film
3	AF Central VI Library VI product request	forms	held by the requester-base VI library	destroy 6 months after date of request
4			held by the requestor—other than a base VI library	destroy on turn in of film.
5			at AF Central VI library	destroy 1 year after receipt
6			(RESERVED)	
7			(RESERVED)	
8			originals retained by overseas regional VI library	destroy on return of film
9	(RESERVED)			
10	(RESERVED)			
11	confirmation forms	confirmation of booking and or status of film, and other confirmation forms	held by requestor	destroy 6 months after date of request.
12	(RESERVED)			
13	invoices	forms issued and returned with film to regional VI library		destroy when utilization data is transcribed to other records
14		film shipping cards, i e., punched cards used as invoice record and as input source for film due-in listings, film returns and shipping lists		destroy 90 days after date of last action
15	film print control file	a card for each print in a VI library used for inventory and data use		destroy 1 year after return of film to the AF Central VI Library or regional VI library
16		continuation cards for film prints having numerous transactions		destroy 6 months after date of last entry on card
17	master film record forms			destroy 1 year after subject is withdrawn, or all prints are disposed of, whichever is later
18	individual print and booking record forms			destroy on removal of print from active stock
19	film service account number control records	records accumulated in administration of the mechanized film booking and accounting system at AF Central VI Library reflecting assignment of account numbers to authorized film-using activities		hold throughout the life of th AF Central VI Library mech anized film service program, then destroy (see note 1)
20	card catalog	film number, subject and categorical index of the films in the AF Central VI Library		hold throughout the life of th AF Central VI Library and destroy (see note 1)
21	film inspections and acceptance	reports on material inspection, receiving and acceptance of prints, and related correspondence	in AF Central VI Library case files of individual films	See rule 38
22			in central film libraries	destroy after 1 year

TABLE 95-4. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
23	film library accessions	accession forms, stamped receiving records, and similar items indicating film subjects received and entered in to the AF Central VI Library and groups of identifying print letters assigned		see table 205-1 on classified films retained with accountability records
24				see rule 38 on unclassified films
*25	(RESERVED)			
26	film master booking status			destroy 6 years after film subject is withdrawn from service
27	equipment control	cards for each piece of audio visual equipment in the inventory		destroy 1 year after equipment is turned in, salvaged, or otherwise removed from the inventory
28		continuation cards required on items having numerous transactions		destroy 6 months after date of last entry on card.
29	classified film repair	records on repairs and alterations made to each print of film classified Secret		destroy 30 days after inspection of film
30	distribution and control records (see note 2) (machine listings)	master booking lists		destroy 30 days after receipt of new list.
31		master address list		destroy 60 days after receipt of new list
32		short term loan due-in lists		
33		long term loan lists (see note 3)		
34		voucher lists		destroy 1 year after date of list
35		daily address lists		destroy after receipt of new master list
36		daily transaction list		destroy after 6 months
37		daily error lists		
38	individual film case files	records pertaining to print requirements, distribution, film identification, technical accuracy, photographic quality film evaluation, replacement, security classification, exhibition clearances on film subjects approved, adopted, or procured for distribution, may contain copies of contracts and material inspection and receiving reports, production requests, script		destroy 5 years after film is declared obsolete or removed from VI library system.
39	individual VI library case files	correspondence and related material reflecting authorization for establishment of libraries, reports of field liaison visits, inspection reports, VI service requirements, VI library facilities		destroy 1 year after inactivation of base
40	film inventory reports and continuation sheets	reports	at activities serviced by oversea regional VI libraries	destroy 3 years after closing date of report
41		machine listings used to compile reports	at AF Central VI Library and activities serviced directly by that Library	
42	film evaluation and summary reports	summary reports filed in case file of individual film		see rule 38
43		film evaluations, with attached summary reports		destroy after 1 year

NOTES.
1 When function is assumed by another unit, transfer records to the gaining unit
2. Hold 31 March and 30 September listings of classified films until the semiannual inventory and audit of classified films is completed
3 Hold those for 30 June and 31 December with semiannual film inventory and use reports (see rule 40) for each period

*TABLE 95-5
GRAPHICS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	original and master graphics and products, references and clip art	subject matter not desired for record		hold pending disposition authority approval
2	duplicate products	used to fill recurring requirements		
3	drafts, samples for graphic products			
4	graphic work orders	work orders and related papers used to schedule work, document workload, materials used, man-hours expended, and to prepare reports		

NOTE See table 95-1, rule 11 for VI Workload Factor Report

96. Mapping, Charting and Geodesy. These tables apply to all AF activities producing or acquiring mapping, charting and geodesy (MC&G) records. They do not cover aerial and ground still photograph and related photographic records (see tables in the 95-series), except for prints as source material.

DMAAC/SDDLA, Second and Arsenal Streets, St Louis MO 63118, operates the DOD Aeronautical Chart Library

DMAAC/GDGG, Second and Arsenal Streets, St Louis MO 63118, operates the DOD Gravity Library.

DMAAC/ADL, 8900 S. Broadway, St Louis MO 63125, operates the Free World Air Facilities and Flight Information Data Library.

TABLE 96-1
MAPPING, CHARTING AND GEODESY (MC&G) RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	requirements, investigations, and validations	copies of directives, correspondence, reports of surveys, studies, investigations, prototypes, and other records used as a basis for initiating, modifying, updating, or discontinuing MC&G programs		destroy when no longer needed
2	development project files	produced or not produced technical cartographic data and documentary evidence of sources and methods used and results of background studies or reports created to facilitate or support charting production programs		destroy when no longer needed, or when production of resultant cartographic product is discontinued, whichever is sooner
3	compilation instructions and histories, specifications, and research reports (see note 1)	records produced for AF use which define and delimit areas to be charted, contents or charts, and publications (including lithographic copies and techniques and methods followed), and also may include compilation reports, job specifications, and specific reference to aerial photography and other source materials used for such information, cultural and natural features, place names, boundary lines, aeronautical information, and similar data basic to the content, accuracy, and reliability of charts and publications		send to DMAAC/SDDLA when no longer needed
4	compilation manuscript working files	charts, maps, or aeronautical information publications compiled from one or several other charts, maps or related sources		destroy when no longer needed, or after publication of resultant map, chart, or publication, whichever is sooner (see note 2)

TABLE 96-1. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
5	film negatives	photographically scaled negatives from each color separation drawing, used for preparing metal press plates for final lithographic phase of map, chart, or aeronautical publication reproduction	held by the producing agency as long as corresponding charts, maps, or aeronautical information publications are current and used for additional printings	destroy when superseded or obsolete
6	research reference records (see note 1)	written results of analysis and evaluation of data covering a specific area or region, project files, area studies, or reports of studies of astrodynamics, geodetic, geopolitical, or geophysical significance	held by the producing activity	destroy 1 year after incorporation in a completed project or publication, or when superseded or obsolete, whichever is sooner

NOTES
1 Forward one copy to DMAAC/SDDLA
2. EXCEPTION Items determined to be unique or of continuing value may be retained by the creating activity until superseded, obsolete, or no longer needed

Mapping and charting records include various forms of aeronautical charts, targeting charts, weather charts, sensor simulator plates, terrain models, and similar products produced for training, operations, intelligence, air navigation, and other logistical operations, or for use in conducting or supporting strategic and tactical air operations.

TABLE 96-2
MAPPING AND CHARTING

RULE	A	B	C	D
	If the records are or pertain to	consisting	which are	then
1	source materials	geodetic control data, terrestrial and aerial photographs and charts, evaluated reports of prior mapping, hydrographic, hypsographic, magnetic, gravimetric, oceanographic, and meteorological data, and descriptive or related intelligence reports (see note 1)		send descriptive lists to appropriate DOD library, reporting activity will be advised of disposition.
2			other material	destroy when superseded or obsolete, or when no longer needed.
3	printed, photoprocesses, and similarly produced charts and maps (see note 2)	charts, maps, atlases, portfolios, photomaps, and all related indexes, in map or other form, including each edition or variant thereof, produced for or by the AF	held by the producing activities	destroy when no longer needed
4	point positioning data bases (PPDBs)	preprocessed sets of photographs		return to Defense Mapping Agency (DMA) on receipt of replacement materials, or when no longer needed, whichever is sooner (see note 3)

NOTES
1 They may also include intelligence information, see tables in 200-series for disposition instructions
2 Forward 2 copies to DMAAC/SDDLA
3 The mailing address for the DMA PPDB Repository is Director, DMA Aerospace Center, ATTN. SDD/PPDB Repository, St Louis AFS MO 63118 Send classified PPDBs via ARFCOS, and unclassified PPDBs via First Class Registered Mail

TABLE 96-3
AERONAUTICAL INFORMATION

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	source materials	NOTAMs, airfield photographs, engineering drawings, and communications from AF activities, FAA, C&GS, Navy Oceanographic Office, and other Government agencies (see note)		send original description lists to the appropriate DOD library, reporting unit will be advised of disposition
2				destroy copies when no longer needed
3	aeronautical information publications	final reproduced copies of flight planning records, en route high/low altitude charts, terminal flight information publications, foreign clearance guides, and similar documents produced for AF use	held by AF activities	destroy when superseded, obsolete, or no longer needed
*4		record set of aeronautical information publications	at OPR	see table 5-1, rule 1

NOTE. They may also include intelligence information, see tables in 200-series for disposition instructions

Geodesy records are created, acquired, used, or collected by AF elements in obtaining gravity surveys; horizontal control by the performance of aerial electronic geodetic surveying, aerial electronic-controlled photography, or by other types of geodetic surveying; and in obtaining vertical control by aerial electronic survey or other methods.

TABLE 96-4
GEODESY RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	basic and or field records	data derived from satellite tracking systems or conventional systems or conventional surveys (such as HIRAN, SHIRAN, gravity, astronomic, traverse, triangulation, or observed data), data which may reflect on the precision of the observations, and field computations involving this data (see note) initially processed in the field or at the home station	initially processed by organizations performing the survey	destroy when no longer needed
2			initially adjusted or reduced geodetic or gravity data	send one copy to DMAAC/GDGG
3				destroy preliminary computations when no longer needed
4	office records	computations involved in determining final values to be derived from observed data by adjustment or some other process	at organizations performing computation	destroy originals when no longer needed
5			geodetic or gravity data	send two copies to DMAAC/GDGG

NOTE Observed data may be recorded on film or tape, or hand recorded in field books or on forms Computations accomplished at the home office, but which are the type usually performed in the field, are considered field records

100. Communications-Electronics (C-E). These tables cover records pertaining to policies, procedures, standards, and operational doctrine for overall direction and planning of C-E systems, including radio frequencies, communications security and cryptographic equipment, management of aircraft and missile control and warning ground environment, navigational and air traffic control ground environment, and electronic warfare equipment (air and ground). They also cover development of command control and communications security/cryptographic matters and the AF Military Affiliate Radio System (MARS).

TABLE 100-1
FREQUENCY MANAGEMENT RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	radio frequency authorizations	listings of radio frequency authorizations (RFAs) and JFP assignment messages	at HQ USAF and MAJCOMs	destroy when superseded or cancelled
1.1			at major subordinate commands and C-E stations	send to gaining command on transfer of C-E station or destroy when superseded or cancelled.
2	radio frequency interim assignments	interim (temporary) assignment notification forms and assignment messages	at HQ USAF and MAJCOMs	destroy when no longer needed
2.1			at major subordinate commands and C-E stations	transfer to gaining command on transfer of C-E station or destroy when no longer needed
3	radio frequency historical data	data relating to activations and deletions, and to proposals, interference and engineering		destroy when no longer needed
4	propagation records	studies and related data on a particular path		destroy when no longer needed
5	radio frequency utilization reports	punched cards or listings of usage data	at HQ USAF	destroy after 2 years.
6			at MAJCOMs	destroy after 1 year
7	circuit files	correspondence, electrical messages, and related data of an historical nature pertaining to a particular circuit or activity using frequencies	at frequency management offices at major subordinate commands and above	destroy 5 years after deactivation of circuit or inactivation of using activity
8			at frequency management offices below major subordinate command	destroy on deactivation of circuit, or when no longer needed, whichever is sooner

TABLE 100-2
USAF HIGH FREQUENCY (HF) RADIO STATION RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	master station logs	records of events within the station		destroy after 3 months
2	air/ground or point-to-point logs	records of activity at the operating position		destroy after 30 days.
3	radio circuit operations records	transcribed messages of air/ground or point-to-point transmissions, flight following records, case files, encrypted messages, command control messages, ICAO/air-ground-air teletype records, phone patch records, message/contact number sheets, frequency monitor reports, net continuity logs, ATC clearances/advisories/requests, emergency action messages, FOXTROT messages, other broadcasts, morale and welfare messages and other air/ground or point-to-point messages and forms used in circuit operations		
4	recorder tapes	recordings of air/ground or point-to-point communications by electrical means		erase after 30 days

TABLE 100-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
5	mission related documents	itineraries, special communications support messages and communications alert/activation messages		destroy after 30 days, or on completion of mission, whichever is later
6	equipment/circuit outages	logs or forms		destroy when equipment or circuit is returned to operations, or after 3 months, whichever is later
7	station activity reports	records of station activity, traffic count/analysis, frequency usage and station personnel status		destroy after 1 year
8	aircraft accident or loss of human life	all records described in rules 1 through 7 above		destroy on completion of investigation, or after 6 months, whichever is later
9	emergency, contingency or mobile HF operations documents	HF communications support in other than routine circumstances		destroy on completion of after action report, or after 6 months, whichever is later
10	HF communications training for reserve forces	accumulated during unit training assemblies		destroy after 3 months

TABLE 100-3

C-E PROGRAM IMPLEMENTATION

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	plant-in-place records (PIPRs)	complete master set showing what, where, and how C-E equipment is installed or is planned to be installed, including installation records/drawings, program documents, C-E schemes, interim records and base C-E records	at the C-E facility operating activity	send to gaining activity or agency when C-E facility is transferred from AF jurisdiction, except destroy individual records when they are superseded or obsolete
2			at all other activities	destroy when superseded or obsolete.
2.1		master copies of site adapted communications drawing records for AF bases/sites and miscellaneous related records	at AFCC area Headquarters which have engineering/ installation responsibility	destroy miscellaneous records when superseded or become obsolete. Master copies of site adapted drawing records for inactivated bases/sites will be sent to acquiring activity at the time of release from caretaker status.
3	C-E schemes	a formatted engineering and installation plan that provides installation standards, objectives and performance predictions; a detailed resume of support construction (SCL); a listing of C-E materials (including major and minor items of equipment and hardware); engineering drawings; a narrative explanation of installation procedures, and test guidance for the installation team		destroy original (master) scheme 2 years after program completion or cancellation
4			copies at C-E facility operating location	forward to PIPR file after completion of the program or destroy 2 years after scheme cancellation

TABLE 100-3. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
4.1			base wire cable schemes at C-E facility operating location which is serviced by commercial telephone company	destroy 1 year after final billing.
5			at supply activities	see table 67-2
6			at all other activities	destroy 6 months after completion and acceptance of the C-E installation or scheme is cancelled, except that test specifications, test results, and other recorded performance data accumulated at organizations having responsibility for analysis of test and performance will be destroyed when no longer needed
7	C-E project engineering files	records relating to the performance of C-E systems and scheme engineering that are not included in the formal scheme package, such as survey reports, evaluation of alternative sites or methods, systems analysis, calculations, and predictions of facility/system performance, logs and other recordings of measured parameters, progress reports, management actions; cancellation notices, requests for technical and site data, and other source material	at organization have C-E scheme engineering responsibilities	destroy 2 years after program completion or cancellation of the C-E system or scheme
8	contract services funding	fund forecast reports		destroy after 1 year
9		approved individual fund requests and related records		destroy 2 years after acceptance of the installation
10		disapproved individual fund requests and related records		destroy after 1 year
11	communications-electronics implementation plans (CEIPs)	a coordinated schedule of implementation actions in the areas of engineering and installation, manpower, allied support construction, and logistics support	at the program manager level	hold with associated program document (table 100-4, rule 4)
12			at MAJCOMs	
13			at facility operating activities and base communications offices	send to PIPR file after acceptance of facility
14			at other support activities	hold with associated program document (table 100-4, rule 4)
15	communications-electronics implementation directives (CEIDs)	HQ USAF or HQ AFCC direction and guidance for the implementation of approved SORs	at HQ USAF and HQ AFCC	destroy when no longer needed
16			at base communications offices	file with program records in PIPR file after program completion
17			at all other activities	hold with associated program document (table 100-4, rule 4)

TABLE 100-4

GROUND C-E FACILITY PROGRAMMING, PLANS, AND TECHNICAL REPORTS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	C-E programming records	USAF program communications	at HQ USAF	destroy when no longer needed
2			at MAJCOMs/major subordinate commands	destroy on receipt of superseding record
3	C-E statements of requirements (SORs)	approved programming records and related records prepared according to USAF communications-electronics programming guidance	at facility operating activity programming office	transfer to PIPRs after acceptance of facility
4			at activities other than facility operating activity program office	destroy 1 year after commissioning of the last facility included in the plan
5		disapproved programming records and related records		destroy 1 year after disapproval.
6		cancelled programming records and related documentation	at activities other than programming and implementing MAJCOM	destroy 1 year after cancellation
7		cancelled SORs and related data	at programming and implementing MAJCOM	destroy 1 year after cancellation
8		(RESERVED)		
9	PCSP workbooks			destroy 4 months after the as of date. Hold magnetic tapes for a minimum of 3 months after the as of date
10	communications-electronics (C-E) program status reports	controlled and uncontrolled reports related to a specific programs or several programs		destroy after 6 months, or when superseded, whichever is later
11	tactical requirements case files	concepts of operations and related correspondence pertaining to requirements, concepts, and descriptions of future tactical communications electronic equipment	at HQ USAF/MAJCOM OPRs, major subcommand levels	hold 1 year after completion of the project (case), then destroy
12	(RESERVED)			
13	administrative program communications support program changes	transcript sheets, PCAM cards, and PCAM listings		destroy 4 months from date of record or when no longer needed, whichever is later
14	Base Communications-Electronics Plan (BCEP) (resulting from annual meeting of the base C3RB)	a listing prepared by the base C-E officer of all existing C-E facilities and plans to change those facilities or acquire new C-E capabilities (future requirements are projected over a 5-year period)	at the host base	destroy 5 years after annual C3RB meeting.
15			at MAJCOMs, and activities other than those in rules 14 and 16	destroy 1 year after all existing, programmed, and projected requirements are validated and reflected in MAJCOM C3 Program Plan
16			at servicing AFCC E-1 Communications areas	destroy 1 year after all projected new requirements have been recorded in SORs
17	equipment lists, technical orders, and publications	standard facility lists, standard installations instructions, technical orders and other technical publications, CEM policy guidance and procedures, with supporting records	at OPR	retire as permanent
18			at other than OPR	destroy when superseded or rescinded

TABLE 100-4. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
19	Command and Control Communications Requirements Board (C3RB)	agenda, minutes of meetings, and related documents	at OPR	destroy after 2 years
20			at other than OPR	destroy after 1 year
21	required operational capability (ROC), system package program (SPP), requirement action directive (RAD)	ROCs, SPPs, RADs and directly related correspondence	at MAJCOM OPR	retire as permanent
22			other than MAJCOM OPR	destroy 12 months from date of program completion

TABLE 100-5

GROUND RADAR AND TRACALS EVALUATION RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	quality control reports	detection performance data, quality control chart, quality control inspection sheets and comparable records used to record equipment performance	at sites	destroy after 1 year
1.1			at monitoring headquarters	destroy when no longer needed
2	evaluation reports	station, system, and special evaluation reports	at MAJCOMs	
3			at preparing evaluation units	
3.1		technical records, still photos, charts, data forms, plans, report inclosures, survey data, etc , used as a data base for preparing reports		
4		station, system, and special evaluation reports	at sites and monitoring headquarters	destroy on inactivation, or when superseded by new report, whichever is sooner
5	ground radar station reports	continuous evaluation original reports		destroy 1 year after end of the year in which last entry is made
6		reports consolidated in command periodic reports		destroy 3 months after end of report period.

TABLE 100-6

C-E EQUIPMENT NOMENCLATURE, EQUIPMENT, RECORDS, AND ENVIRONMENT FILES

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	equipment nomenclature cards	form records of new assignments of electronic equipment and components		destroy when superseded or obsolete
2	airborne equipment records	work statements, letters, messages, engineering and installation plans, reports, charts, studies, directives, budgetary estimates, proposals, reviews, and field test of equipment		destroy 2 years after equipment is dropped from inventory, or project is inactivated, whichever is sooner

TABLE 100-6. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
3	environment files	forms and related records created incident to reporting to the Electromagnetic Compatability Analysis Center (ECAC) the installation of new fixed, previously unreported, and dismantled or removed C-E equipment		destroy 6 months after receipt of updated printouts
3.1		machine printouts which provide selected information extracted from electronic equipment data forms for each unit of equipment		destroy upon receipt and verification
4	intrabase radio record	intrabase radio records, and copy of equipment warranty when applicable	used to record historical contract maintenance and cost/warranty data for government owned intrabase radios under warranty	destroy upon expiration of warranty (EXCEPTION hold the Intrabase Radio Documentation forms until the radio is deleted from the inventory, then destroy)
5	(RESERVED)			

Table 100-7, Communications Security (COMSEC) Sysetms and Accountability Records, has been renumbered TABLE 56-1.

TABLE 100-8

COMMUNICATIONS SECURITY (COMSEC) POLICY, PLANS, REPORTS, COLLATERAL DATA

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	COMSEC surveillance records	COMSEC Surveillance Report (CSSR)	at HQ ESC COMSEC OPR	retire to the ESC Special Intelligence Central Repository as permanent (see note)
2			at AF Cryptologic Support Center (AFCSC) and COMSEC units	destroy after 2 years (EXCEPTION destroy cancelled projects after 1 year)
3	interim reports	reports (status, interim, message, advisory) that provide timely information and/or recommendations concerning COMSEC activities, COMSEC mission guides, and related correspondence	at HQ ESC and COMSEC units	
4			at units other than rule 3	destroy after 1 year
5	report background file	drafts, selected page prints, mission logs, traffic summaries, and related data that reflect the analytic background of published reports	at COMSEC units	destroy 90 days after publication of hard copy reports
6	collateral data	reference publications, digests, diagrams, summaries, and related data		destroy when superseded, obsolete, or when no longer needed, whichever is sooner
7	transcripts and recordings	recorded telephone conversations and transcripts thereof	at ESC COMSEC units	destroy 90 days after publication of associated COMSEC surveillance reports
8	COMSEC surveillance services	correspondence of requested services, proposed projects, or other planning data which are not accounted for by a COMSEC project designator		destroy 2 years after action is completed, or when it is determined no further action is required (Note· On assignment of a COMSEC project designator, refile according to rule 1 or 2 as applicable)

TABLE 100-8. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
9	national COMSEC/ EMSEC policy, guidance, and planning	copies of background material to directives, plans, and memoranda issued by NSC, NCSC, JCS, and copies of related correspondence and records	at HQ ESC OPR and AFCSC	destroy when superseded, obsolete, or no longer needed
10	annual COMSEC status report	reports prepared and submitted according to AFR 100-45	at HQ USAF and originating MAJCOMs	destroy after 2 years, or when no longer needed, whichever is later
11			at AFSCS	destroy 2 years after preparation of biennial report
12	biennial status report		at HQ USAF	destroy 2 years after receipt of next biennial report
13			at AFCSC	destroy 2 years after preparation of next biennial report.
14	communications security education program (CSEP)	records showing accomplishment of CSEP objectives including inspections (other than IG), documents on briefings and films shown, personnel attendance, security tests and scores, and status reports		destroy after 2 years

NOTE ESC has been designated the office of record for records of longtime retention value Records appraised as permanent will be offered to the National Archives when sensitivity and classification no longer prevent their use for purposes or historical and other research

Table 100-9, Tempest Policy Planning and Engineering Technical and Analysis Records, has been renumbered TABLE 56-2.

TABLE 100-10

MILITARY AFFILIATE RADIO SYSTEM (MARS)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	application for membership		at HQ AFCC, MARS Director, and area/region MARS Directors exercising approval authority	destroy on each renewal or 1 year after termination of membership
2			at MARS stations	destroy on termination of membership
3	(RESERVED)			
4	station certificates		at MARS station members	return to the cancelling authority for destruction upon cancellation of membership
5	identification cards			return to the issuing authority for destruction upon cancellation of membership
6				destroy old card when superseded.
7	MARS personnel notification	forms of assignments, change of status, transfer or termination of membership		destroy on reassignment or termination of membership
8	Air National Guard/ United States Air Force Reserves (ANG/USAFR) high frequency (HF) radio training participation data	summaries of weekend ANG/USAFR unit training data		destroy after 3 months

TABLE 100-10. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
9	MARS repeater application and registration records	initial applications for authority to operate a MARS repeater, and for annual registration		destroy 1 year after completion of annual registration
10	MARS member station questionnaires	forms and related records used for assigning a station to the component (traffic system, base support, etc) most needed		destroy when information is transcribed on cards or tapes
11				destroy when superseded, when member is transferred or when membership is terminated, whichever is sooner if not transcribed to data cards or magnetic tape
12	membership system data cards			destroy when superseded or obsolete
13	membership system printout			destroy when obsolete or after 1 year, whichever is sooner
14	MARS messages		at MARS stations	destroy after 3 months
15	operations records	MARS circuit log and traffic files, including message receipts, cancellations, undelivered messages, etc		
16	MARS quarterly activity report	hours of MARS membership participation		destroy after 1 year
17	appointment of base MARS Director	letters of appointment or special orders		destroy upon change of base MARS Director
18 thru 21	(RESERVED)			
22	MARS broadcast			destroy after 6 months
23	responsibility of base MARS station	station task list		destroy when superseded or obsolete
24	MARS property	records of MARS property acquired under excess/surplus property program that pertain to the requisition, internal redistribution, cannibalization, removal from formal accountability or return of MARS property to government surplus property redistribution agency	at installation MARS Director and Central Inventory Control Point (MARS Warehouse)	destroy 3 years after end of calendar year in which transaction occurred
25	MARS property accountability	shipping records, receipts, stock balance cards, hand receipts, etc that show where property in MARS is presently located and where custodial responsibility is placed		destroy 3 years after end of calendar year in which formal MARS accountability of the property is discontinued
26	(RESERVED)			

TABLE 100-11

C-E OPERATIONS, SYSTEM, AND FACILITY EVALUATION RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	AF studies and related records	studies resulting in the initiation, revision, or deletion of a C-E operations, system, or facility	at major subordinate commands and above	destroy 3 years after all actions have been completed, study has been cancelled or when no longer needed
2		(RESERVED)		
3		(RESERVED)		

TABLE 100-11. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
4			below major subordinate commands	destroy after 1 year or when no longer needed, whichever is later
5	Defense Communications Agency (DCA) evaluation reports	copies of DCA operational evaluation reports of AF-operated DCA communications stations, with related correspondence	at HQ USAF and MAJCOMs	destroy 2 years after required actions are either completed or have become part of an approved HQ USAF/MAJCOM program.
6			at major subordinate commands and below	destroy 1 year after required actions are either completed or have become part of an approved HQ USAF/MAJCOM program

*TABLE 100-12

COMMUNICATIONS SERVICE LEASING RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	Defense Commercial Communications Office (DECCO) - leased circuits and equipment	historical records including commercial communications work order; telecommunications service request (TSR), telecommunications service order (TSO); modified use of leased communications facilities, summary of authorized equipment and services, individual telephone service record, communications service authorization (CSA); letters of military necessity, traffic and feasibility studies and surveys; electronic data processed communications service authorizations (EDP-CSA), equipment order; request for communications service; and other pertinent records or correspondence	at the telecommunications certification office (TCO) and AFCC base communications office	destroy 6 months after service is discontinued, provided any corrective action required by audit has been accomplished (Exception: destroy CSAs after verification of recapitulation action).
2			at other than activities covered in rule 1	destroy when individual service is discontinued.
3			disapproved requests at any level	destroy after 90 days
4	locally-leased circuits and equipment	historical records including CSAs, TSRs, TSOs, modified use of leased communication facilities, equipment order, local communications service request; summary of authorized equipment and services, local communications service order; individual telephone service record, letters of military necessity, traffic and feasibility studies and surveys, request for communications services, and other pertinent records and correspondence	at Air Force contracting offices	see table 70-1
5			office copies at all other locations except Federal Republic of Germany	destroy 6 months after service is discontinued. (Exception· destroy CSAs after verification of recapitulation action) (see note)
6			at units located in Federal Republic of Germany	destroy 1 year after service is discontinued provided any corrective action required by audit has been accomplished
7	local communications		unit monitoring customer	see table 11-1, rule 11.
8	review and revalidation of existing leased services	justification records, reports, and other related records		destroy 1 year after being superseded by a later review or revalidation.

TABLE 100-12. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
9	administrative support	transitory records such as recurring issues of commercial companies pricing sheets tariffs, recurring reports from Defense Communications Agency (DCA), DECCO, etc , and other perishable data or information		destroy when superseded or upon receipt of current issues

*NOTE AF Form 1070 may be destroyed after completion of installation However, before destroying, ensure appropriate information is included on AF Form 1077

TABLE 100-13

TELEPHONE AND TELEGRAPH SERVICES AND C-E FACILITIES ACCOUNTING RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	unofficial telegraph services	telegraph company standard forms, including record of message deliveries, incoming money orders, registers of money order drafts issued and voided, money order applications, prenumbered receipts to senders of money orders, and related records		destroy 6 months after cutoff
2		daily cash record (telegraph), cash collection voucher, monthly bills for unofficial telegraph messages, telegraphic money orders, public vouchers for purchases and services other than personal, and related records		destroy 1 year and 1 month after close of the FY in which final payment was made, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ AFAFC
*3	telephone toll calls	toll tickets and reports of authorized calls (AF Form 1072)		destroy when no longer needed (EXCEPTION destroy toll tickets 6 months after they have been used for checking telephone company bills or lists of authorized calls)
4	telephone, telegraph, telautograph and nontactical radio accounting records	vouchers (except toll tickets, see rule 3), with all background material		destroy after 2 years
5	telephone directories	record set of each published directory, with all background material	at issuing activities	destroy when superseded or obsolete
6		consolidated card deck or manuscript from which directory is compiled, and cards or manuscript pertaining to specific persons or activities		
*7	(RESERVED)			
8	telephone and telegraph credit cards	forms of communications service authorizations and related correspondence requesting the issuance or cancellation of credit cards		destroy 1 year after cancellation
9		credit cards		send cancelled card to the activity initiating the communication service authorization for transmission to commercial company
10	operations control records	performance evaluations, station activity records, report of customer complaints and inquiries, traffic samples and records of trouble reports		destroy after 3 months
11	confidentiality statement	statements signed by telephone operators that they are acquainted with the confidential nature of their work		destroy 1 year after termination of duty as switchboard operator

TABLE 100-14

TELECOMMUNICATIONS CENTER/COMMUNICATIONS TERMINAL (TRIB) OPERATIONS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	messages originated	originator's message copy and hard page copy of transmitted message		destroy after 1 month (EXCEPTION automated TCCs, destroy after 10 days, provided history tapes exist) (see notes 1, 2)
1.1	message history tapes	history tapes of originated and received messages		degauss after 1 month
2	header card data	data pertinent to data pattern massages, including data message forms, but excluding message text		destroy after 1 month (magnetic tapes will be returned to originator for reuse) (see notes 1, 2)
3	header/end of transmission	printout records pertinent to MTTS message traffic		
4	messages received	hard page copies, header card data, and journal printout records of received messages		
5	multipoint circuit messages	hard page copies of messages received on multipoint circuits not for that station		destroy after 24 hours, provided adequate control records are maintained
6	paper tapes	paper tape used for message transmission		
7	text of data pattern messages			destroy after 10 days (see notes 1, 3)
7.1	magnetic tape reels	recorded messages received from originator		return to originator after 10 days (EXCEPTION if sufficient tape reels are not available, retention period may be reduced to 72 hours) (see note 1)
8	operational control records	logs (service, circuit status, intercept, service message, on line/off line work request control, high precedence message), messages (high precedence, service, service interruption), message registers, records on multiple and book messages processed, number sheets (operator, circuit, message and channel), reports (performance, equipment performance, interface/trouble, auxiliary line equipment), maintenance work orders, magnetic tape library inventories, shift supervisor checklists, and similar records		destroy after 1 month (see note 4)
9	TCC performance records	records on channel loads, speed of service reports, master station logs, frequency logs, daily load reports, daily traffic figures, traffic analysis records, recovery records, and similar records		destroy after 6 months
9.1	alternate routing/ channel parameter	alternate routing plans, routing indicator listings, channel parameter listings, and similar records		destroy when superseded or no longer needed, whichever is later
*10	COMSEC cryptographic register			see table 56-1, rule 24
11	crypto system control records	encrypted traffic reports of certain incoming and outgoing messages	at HQ ESC	destroy on receipt of AF encrypted volume summary
12			at other than HQ ESC	destroy after 6 months
*13	general messages addressed to TCC	hard page copy of message addressed to and retained by communications center, e g , JAFPUBs, DCSRELSTA, ALMILACTs, etc		destroy when superseded or cancelled by issuing authority
14	general messages originated	hard page copies retained by originating/transmitting communications centers		destroy after 1 month (see note 2)
*15	customer agency general messages	hard page copies retained by the receiving communications centers on which they are not an addressee, but which are used to provide distribution to customer agencies/activities served, e g , ALPERSCOM, ALSAFECOM, ALAFCOM, etc		

TABLE 100-14. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
16	general message record			destroy after 1 year or after last message on a page is superseded or cancelled, whichever is later (see note 5)
17	tracer action case files	messages and related correspondence pertaining to all actions taken to trace message		destroy 1 year after case is closed
18	magnetic tape library documentation	magnetic tapes not covered elsewhere in this table	telecommunications centers	see table 100-16

NOTES

1 Header and text information will be retained beyond the specified periods for completion of tracer actions or other investigative actions on hand

2 In certain justified instances, the retention of hard copies of narrative messages may be extended to not longer than 3 months based upon operational considerations as determined by the local commander

3 When space limitations preclude 10-day retention, the retention period may be reduced to not less than 72 hours for specified terminals by service agencies providing that magnetic tape data pattern formatted messages transmitted by circuit switch, and data pattern messages which contain a master data base that is updated on a daily basis can be made available by the originator or retransmission purposes

4 Dual purpose forms used as an integral message register may be destroyed after 1 month. However, when the form is used as a message traffic receipt (accountability record) between recipient, the telecommunications center and/or communications terminal, then the form must be retained for 2 years per table 205-1

5 General message record may be filed in the same folder(s) as the related messages In such instances, apply procedures in AFR 12-20

TABLE 100-15

ELECTRONIC WARFARE (EW) SYSTEMS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	status and location of equipment	EW pod reports	at HQ USAF	destroy after 1 year or when no longer needed, whichever is sooner
2			at WR-ALC	destroy after 2 years
3			at MAJCOMs and below	destroy when no longer needed
4	EW projects	case/project history such as letters, messages, drafts, special studies, reports from various military and civilian concerns, maps, charts and other materials relating to specialized subjects/equipment concerning EW	at HQ USAF/MAJCOMs/ major subordinate commands	retire as permanent (EXCEPTION published material in files originated by other agencies and which is readily available within DOD may be destroyed when purpose has been served) (see note)

NOTE. If applicable, include a list in the case file of records used and removed from file on retirement.

TABLE 100-16

AUTODIN SWITCHING CENTER OPERATIONS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	master station, equipment outage, and configuration logs		at automatic switching centers, semiautomatic, manual relay centers, and automatic digital weather switches (ADWS)	destroy 5 months after monthly cutoff

TABLE 100-16. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
2	recovery records			destroy after 3 months
3	operations control records	circuit status logs, intercept logs, alternate routing records, service messages and logs, on-line/off-line work request control logs, magnetic tape library inventories, shift supervisor checklists, high precedence message logs, message and channel number sheets, circuit number sheets and similar records		destroy after 1 month
4	routing plans/indicator/channel listings	alternate routing plans, routing indicator listings, channel parameter listings, and other similar records		destroy when superseded or no longer needed
5	service interruption/auxiliary records	service interruption messages, auxiliary line equipment reports, and related records		destroy after 4 months
6	message transmission monitor tapes		at semiautomatic and manual relay centers	destroy after 31 days
7	magnetic tape library purge/transaction records		at automatic switching centers, ADWS and telecommunications centers	destroy after 13 months
8	tape labels			destroy on purge of related tape
9	magnetic tape library perpetual history			destroy after related tape is removed from inventory (see note 3)
10	tape failure report			destroy after 3 months
11	history/magnetic tape log			destroy after 2 months
12	history "A" tape			destroy after 31 days, or when no longer needed, whichever is later
13	history "B" tape			destroy after 11 days, or when no longer needed, whichever is later (see note 1)
14	overflow (OVF), intercept (IC) and retrieval tapes			purge after read in
15	program library tapes (PLT) or house operating (HOP) tapes			hold current and last preceding tapes (see note 2)
16	work tapes			purge when job is completed
17	header extract tapes			purge after analysis is completed
18	history tapes of transmitted messages		at ADWS	purge after 15 days
19	line save tapes			purge after 15 days or when no longer needed, whichever is sooner
20	interlace/suspected interlace case files	records pertinent to investigations regarding the occurrence of interlace or suspected interlace messages	at automatic switching centers	destroy 1 year after case is closed
21	general messages	tape file maintained for retransmission purposes	at manual relay centers	purge after 14 days
22	general message card deck	card deck of hard page copies which are addressee, e g , Joint Army-Air Force Publications (JAFPUBs), Defense Communications Systems Relay Stations (DCRELSTAs), etc	at automatic switching centers, semiautomatic, and manual relay centers	destroy when superseded or cancelled by the issuing authority

TABLE 100-16. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
23	general message log			destroy after all general messages for the calendar year have been cancelled or superseded (see note 4)
24	tracer action case files	records of all actions taken to trace messages and related logs		destroy 1 year after case is closed
25	monitor printer and high speed printer output products	message traffic, magnetic tape and peripheral device printouts, system, cumulative block error count (CBEC), contingency alternate routing program (CARP) and configuration statistics and similar computer products	at automatic switching centers and semiautomatic relay centers	destroy after 1 month
26	tributary files	an individual file for each connected tributary containing telecommunications service requests (TSRs), telecommunications service orders (TSOs), and other correspondence related to activation, deactivation, and changes to the tributary operation, circuit and equipment, data related to message traffic operation, circuit and equipment problems, and other similar records	at automatic switching centers, semiautomatic and manual relay centers, and ADWS	destroy 1 year after tributary deactivation.
27	communications operations (COMOPs) summaries			destroy after 1 year

NOTES
1 Retain for 30 days plus current day if history "A" tape is bad
2. Older tapes may be retained until no longer needed
3 This form will be destroyed after 2 years when used as a record of destruction as outlined in AFR 205-25
4 These logs may be filed in the same folder(s) as the related general messages In this instance, procedures prescribed in AFR 12-20 apply

TABLE 100-17
TECHNICAL CONTROL FUNCTIONS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	circuit, trunk, link, route or system history	records pertaining to the activation, reconfiguration or deactivation, initial test and acceptance data, technical evaluation program reports(TEP), out-of-service quality control test records, to include spare channel test results, analysis products, and other related historical material	at terminal stations and other designated control stations (CCO, FCO, etc)	destroy when superseded or 6 months after deactivation whichever is sooner, except quality control test records which will be destroyed when replaced with the next like test record (see note 1)
1.1			at other than terminal stations and designated control facilities	destroy after 1 month
2	technical control operations	quality control test schedules, reporting guides, circuit/trunk directories, DCA engineering drawings, systems/circuit layout diagrams/records, fault isolation charts/diagrams, and related products		destroy when superseded
3		master station logs, master clock logs, operational direction/coordination messages (ODMs/OCMs), record of H F frequency use/changes, and related products		destroy after 11 months
4	outage	outage/restoration records, work orders, equipment test records, outage summaries, and related records		
5	performance worksheets	performance monitoring worksheets, tactical performance assessment worksheets, in-service Q C testing worksheets, and other related worksheets		destroy after 1 month
6	status reports	reports on status of systems, circuits and equipment		destroy after 1 month

TABLE 100-17. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
7	general messages	messages addressed to and retained by the TCF (DEFSTAs/DINSTAs etc)		destroy when superseded or cancelled (see note 2)
8		general message record or log used to record receipt of general messages		destroy when the last message on a page is superseded or cancelled or when all current entries are transcribed to a new page, whichever is sooner (see note 2)

NOTES

1 Out of service Q C testing records will be replaced with the next like test, the current year's ANNUAL test results will replace the previous year's ANNUAL test results and the current QUARTERLY test results will replace the results from the same QUARTER of the previous year

2. Records identified in rule 8 may be filed in the same folder(s) as the related general messages In this instance, procedures in AFR 12-20, figure 2-1, paragraph 2c apply

TABLE 100-18

DEPLOYMENT RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	deployment of AFCC mobile communications units (including ANG)	requests for deployment, mission directives, frag orders, MAJCOM validation messages, deployment directives, amendments and extensions to deployment directives, orders or reports, site surveys, post deployment summaries, similar records, and related correspondence pertinent to a specific mission		destroy 2 years after mission completion or when no longer needed, whichever is sooner
2			at tasked units	destroy 4 years after mission completion or when no longer needed, whichever is sooner
3	deployment preparation	unit mobility plans, master checklists, and similar correspondence accumulated in general preparation for deployment, regardless of the specific mission		destroy when superseded, obsolete, or no longer needed whichever is sooner
4	deployment support	any of the above records pertinent to deployments in support of tests, maneuvers, war games and similar exercises		destroy when no longer needed or after 2 years, whichever is sooner

TABLE 100-19

GOVERNMENT-OWNED TELEPHONE SERVICE RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	telephone/wire communications history records	records recording management, operation, and maintenance of government-owned telephone and wire communications equipment, including telephone equipment line record, telephone equipment key systems record/worksheet, cable record, telephone number assignment record, and related records maintained in accordance with TO 00-20-8		destroy when individual service is discontinued, or when superseded by new record card
2	telephone service, cable and terminal transfer records	local communications service requests, service orders, and cable transfer worksheets used to record information pertinent to cable and terminal transfers		destroy one year after completion of action
3	telephone service complaints	telephone trouble logs used to record telephone service complaints		destroy after 1 year
4	history of battery service	monthly storage battery service record		destroy when battery is no longer in service
5	circuit layout and trouble report records	records which record circuit layout and trouble reports for special circuits		destroy one year after discontinuance of service

TABLE 100-20

COMMUNICATIONS-ELECTRONICS (C-E) COMPUTER PROGRAMMING

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	system case files	authorization records, requirements, plans, schedules, contractual and procurement records, drawings, specifications, photographs; technical progress summaries and reports, technical visits, conferences, evaluations, results and conclusions, technical documentary reports, management reports on design and development efforts and engineering services, management task control numbers (MTCN) and related correspondence; operating reports, e g , progress management and termination reports containing technical and related administrative, fiscal, personnel and logistical information, notices of cancellation and related correspondence, including preliminary and critical design review project record books, formal documentation	at the OPR for tasked systems from their initiation through design, development, testing and maintenance	upon disapproval or discontinuance of system, records will be condensed, noted and included in a system summary and forwarded to the programming center library Destroy remaining documentation
2			at programming center libraries	destroy disapproved or discontinued system summaries after being held in library historical files for 5 years, or destroy 5 years after deactivation whichever is sooner
3	support systems case file		at supporting, participating, testing or other activity not having prime responsibility	destroy when superseded, obsolete, or no longer needed, whichever is later
4	management task control records	opening and closing statements, related cost analysis, software requirements, studies and change requests	at the project management office (PMO) or the configuration control office (CCO)	destroy 5 years after task closing
5	computer products			upon implementation and verification of the most current assembly (revision), hold two previous assemblies and associated records (three sequential assemblies and documentation) and purge or destroy all other data.
6			at programming center libraries	destroy previous assemblies after being in library historical files 5 years or destroy 5 years after deactivation, whichever is sooner
7	program changes	emergency programming actions, design control numbers, program software control numbers, off-line design changes, software patches, revisions, receipts, certifications and related explanatory and supportive documents		destroy when superseded, obsolete or no longer needed, whichever is later

TABLE 100-21

MEACONING, INTERFERENCE, JAMMING, AND INTRUSION (MIJI) RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	meaconing, interference, jamming, and intrusion (MIJI) records	daily and weekly message/letter reports, reporting procedures, special and trend studies, and related reports	at action offices	destroy when superseded, obsolete, or no longer needed, whichever is sooner

TABLE 100-21. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
2			at subordinate units	destroy after 6 months, or when no longer needed, whichever is sooner
3	MIJI quarterly	record copy of quarterly summary of selected MIJI incidents and their evaluation performed during the past 3 months	at publications branch at action agency	retire as permanent to ESC Special Intelligence Central Repository (see note)
4		all other copies		destroy after 2 years, or when no longer needed, whichever is sooner

NOTE. ESC is the office of record for records of longtime retention Records appraised as permanent will be offered to National Archives when sensitivity and classification no longer prevent their use for purposes of historical and other research.

TABLE 100-22

C-E MINUTEMAN COMMUNICATIONS CABLE AFFAIRS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	Hardened Intersite Cable Systems (HICS) project/case files	initial requests generated by a utility/government agency to relocate, adjust, or cross a HICS easement, copies of consent to cross cable easement issued by the US Army Corps of Engineers, engineering drawings, specifications, and cost estimates; requests for funding, letters of agreement between the USAF and other parties, photos, sketches, and memoranda of telephone conversations representing other parties, reimbursement billing requests and payment received vouchers, miscellaneous memoranda and other correspondence associated with HICS relocation/adjustment project	at Cable Affairs Office (CAO) in an AFCC squadron supporting a MINUTEMAN strategic missile wing	destroy 1 year after deletion of the MINUTEMAN missile cable system at applicable base, or when no longer needed, whichever is sooner
2	tract, landowner/tenant files	records unique to a particular tract number, associated with an erosion project; copy of returned annual landowner or tenant questionnaire/letter; copy of legal instruments granting the USAF easement for installation of the HICS, investigations and settlement data regarding land, property, or crop damage, erosion investigation photographs, cost estimates, drawings, specifications, contract solicitation data, technical provisions, repair completion notices, and miscellaneous memoranda for the record		

105. Weather. Policies, procedures and technical guidance governing environmental services activities. These activities include ground/aerial weather observations and forecasts, climatology, weather modification, high altitude density calculations, solar flare information, observations and forecasts of ionospheric disturbances, meteorological services related to air pollution control, and the storage and retrieval of environmental data. (Aerial weather reconnaissance pilot and aircrew instructions are contained in the 55-series.)

TABLE 105-1

OBSERVING RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	worksheets and workcharts	records not mentioned elsewhere in this table		destroy when no longer needed

TABLE 105-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
2	surfacing observing records	original weather observation forms in the possession of USAFETAC OL A, Asheville, NC		send to the National Climatic Center after 1 month, or after processing, whichever is later
3		duplicate station weather observation forms		destroy after 5 years
4		recorder charts such as transmissometer rolls, wind rolls, and barograph charts		destroy after 1 month or when no longer needed, whichever is later
5		barometer comparisons		destroy when the aneroid barometer to which they apply is replaced
6	upper air observing records	original data in the possession of USAFETAC OL A, Asheville, NC		send to the National Climatic Center after 1 month, or after processing, whichever is later
7	reconnaissance records	adiabatic charts, RECCO forms, detailed eye center and supplemental vortex data messages		
8		all other reconnaissance data		destroy after 3 months or when no longer needed, whichever is later
9	space data	original optical or radio solar patrol logs, solar optical patrol film, solar radio strip charts, ionograms (traces/films), riometer and radio SIDS charts and ionospheric worksheets		send to the National Geophysical Solar-Terrestrial Data Center after 90 days
10		merged magnetic tapes of monthly digital data from SOON/RTSN observing sites		send to the National Geophysical Solar-Terrestrial Data Center after 180 days
11		data such as magnetograms, magnetic data logs, worksheets, original geomagnetic and other geophysical observations that are interpretable without reference to recording equipment and/or of lasting value		send to the National Geophysical Solar-Terrestrial Data Center after 1 month, or after processing, whichever is later
12		original data such as space scientific geophysical observations from rockets and satellites		send to the National Space Sciences Data Center after 1 month, or after processing, whichever is later
*13		Defense Meteorological Satellite Program (DMSP)	original transparencies received at Air Force Global Weather Central (AFGWC)	transfer to National Oceanographic and Atmospheric Administration (NOAA) after 1 week.
*13.1			original transparencies received at Direct Readout Sites	transfer to NOAA after 90 days
*13.2			all imagery other than original transparencies	destroy after 15 days (see note)
*13.3			preprocessed computer produced tapes of mission sensor data (including imagery)	transfer to NOAA after 1 week
*14		satellite data not from DMSP	original transparencies received by Direct Readout Sites of NOAA High Resolution Picture Transmission (HRPT) data	transfer to NOAA after 90 days

TABLE 105-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*14.1			original transparencies other than NOAA HRPT received at Direct Readout Sites, and all other imagery	destroy after 15 days (see note)
*14.2		selected data used for special studies/training		destroy when no longer needed (see note)
15		DMKP special sensor data magnetic tape from ionospheric sensors		send to the National Geophysical Solar-Terrestrial Data Center after 1 week
16		magnetic tape from atmospheric sensors		send to the National Climatic Center after 1 week
17	weather radar	original radar log produced by stations on the US Basic Weather Network and those that support the National Hurricane Plan		send to the National Climatic Center after 1 month
18		duplicates		destroy after 1 month
19		radar logs produced by other stations		
20		radar scope photographs of tropical storms		send to the National Climatic Center when local purpose has been served
21		radar performance logs		destroy when no longer needed
22	weather equipment	outage logs		destroy when no longer needed, or after 3 months, whichever is later

NOTE All film/paper containing silver which is to be destroyed will be transferred to the local base photo lab for silver extraction (reference AFR 400-14)

TABLE 105-2
FORECASTING RECORDS AND CHARTS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	worksheets and workcharts	records not mentioned elsewhere in this table		destroy when no longer needed
2	written, pictorial, or magnetic tape forecasts	terminal forecast worksheets time cross-sections, weather warning and advisory logs, flight weather briefing forms, flimsies, folder briefing logs, and similar records		destroy after 3 months, or when no longer needed, whichever is later
3	charts	hand-prepared, recorded, or microfilmed meteorological or astrophysical prognosis and analysis charts		destroy facsimile after 45 days, or when no longer needed, whichever is later
4				destroy locally after 1 month or when no longer needed, whichever is later
5			at Det 11, 2WS	destroy after 1 year
6		meteorological or astrophysical charts designated by AWS for microfilming or use in special studies		send to National Climatic Center or National Geophysical Solar-Terrestrial Data Center, as appropriate, after 1 month or when no longer needed, whichever is later

TABLE 105-3
ELECTRICALLY TRANSMITTED DATA RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	teletype hard copy or magnetic tape data collections			destroy after 15 days or when no longer needed, whichever is later
2	facsimile charts			
3	AFGWC copies of teletype data from Carswell ADWS			destroy after 5 days
4	communications service records	outage logs		destroy after 3 months or when no longer needed, whichever is later
5	communications data requirements	teletype data requirements listings and facsimile products listings		destroy when superseded

TABLE 105-4
OTHER WEATHER RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	local dissemination	autowriter rolls and dissemination logs		destroy when no longer needed, or after 1 month, whichever is later
2	pilot reports	forms and PMSV logs		destroy after 1 month.
3		AIREP logs		destroy when no longer needed
4	environmental technical studies, published or unpublished	original collection reports, papers, notes, evaluations, conclusions, rules, etc		send originals to the National Climatic Center when no longer needed.
5				destroy duplicates when superseded, obsolete, or no longer needed
6		computerized summaries of environmental data		
7		worksheets, computer data, workcharts, or other data		destroy when no longer needed
8		source material		transfer/destroy with original copy of related environmental study (rules 4 and 5)
9		records pertaining to the location, acquisition, or use of sources of environmental data		destroy when obsolete
10	weather modification	logs, reports, and similar records		destroy after 5 years
11	evaluation program records	quality control registers and summaries, and locally or centrally produced operational evaluation data		destroy after 1 year or when no longer needed, whichever is later

110. Judge Advocate General. These tables cover records pertaining to decisions, opinions and policies concerning the substantive and procedural laws and directives applicable to civil law and military affairs; legal requirements, policies and procedures involved in administering AF procurement and contracts; legal assistance for military personnel and their dependents, policies and procedures relative to patents, taxation, legislation and litigation involving the AF.

TABLE 110-1

LEGAL ADMINISTRATION

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	personnel data on judge advocates	educational background and bar qualification data on professional officer-lawyers serving as judge-advocates	at HQ USAF	destroy 3 years after individual has separated or when no longer needed, whichever is sooner
1.1			at other than HQ USAF	destroy after individual has separated or departed PCS
2	legal opinions	opinions establishing precedent	at originating offices (record copies)	retire as permanent after reference requirements have been satisfied (see note 3)
3		information copies		destroy when no longer needed
4		opinions based on precedent opinions		
5	Board of Review Decisions (BRDs)	special collections of BRDs in trials by court-martial	at HQ USAF (record copies)	retire as permanent
6		extra copy collections		destroy after 2 years or when no longer needed, whichever is later
7	card indexes	locator and/or cross references, including digest cards used for this purpose	used to cover permanent records	retire with records to which they pertain
8			used to cover other than permanent records	destroy when records they cover are superseded or destroyed
9	digest cards	summary or digest of information contained in legal opinions and review board decisions not used for dual purpose of locator and/or cross-reference for permanent records		destroy when records they cover are superseded, obsolete or destroyed
10	legal assistance administration	instruction and direction letters, reference files, and other records relating to administration of the legal assistance program		destroy when no longer needed
10.1	annual reports of legal assistance	statistical information regarding the legal assistance program	at HQ USAF	retire as permanent (see note 5)
10.2			at other than HQ USAF	destroy after 2 years or when no longer needed, whichever is sooner
11	legal assistance cases	case files, including legal and other records pertaining to individuals consulting legal assistance officers, personal papers for individuals who cannot be located		destroy when case is closed (see note 1)
12	witness files	letters of authorization for personnel to appear as witnesses in civil suits and correspondence which do not become part of a case file		destroy after 3 years
13	release of information	records accumulated in requesting and obtaining release of AF information for use in civil courts or tribunals		destroy after 5 years
14	tax and litigation	records accumulated incident to litigation arising out of tax disputes, legal actions involving the AF, its personnel, or contractors, and administrative proceedings, investigative reports, and legal processing affecting accomplishment of the AF mission		they become part of claims case file if they pertain to litigation concerning a hospital recovery claim (see table 112-1)
15			at HQ USAF/JACL and JACI	retire as permanent, together with related cross-reference index

TABLE 110-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
16			at other than HQ USAF/JACL and JACI	destroy 2 years after end of year in which case was closed
17		reports of legal process submitted under AFR 110-24 (except hospital recover claims, see table 112-1, rule 15)	at HQ USAF/JACL and JACI	retire as permanent, together with related cross-reference index
18			at other than HQ USAF/JACL and JACI	destroy 2 years after end of year in which case was closed
19	legislative records	drafts of proposed legislation, legislation already introduced in Congress, and Executive Orders, with supporting memoranda and comments reflecting the AF position on legal sufficiency and effect, and card indexes thereto	at SAF/LL	destroy after 20 years
20			at other than SAF/LL	destroy when no longer needed
21	trials of US personnel in foreign countries	reports on exercise of criminal jurisdiction by foreign tribunals over US personnel, all inclosures and accompanying records, reports of personnel confined in foreign penal institutions, and other comparable reports and supporting documents submitted to HQ USAF and DOD concerning the exercise of foreign criminal jurisdiction over AF military personnel, civilian personnel serving with, employed by, or accompanying the AF who are US nationals, and dependents of all such military and civilian personnel	at HQ USAF/JACI	destroy after 30 years
22			at other than HQ USAF/JACI	destroy 2 years after case is closed or 6 months after defendant's departure or when no longer needed, whichever is later
23	German civil processes	correspondence which forwards to AF personnel civil processes served by German courts, and reports the action taken thereon	at HQ USAFE	destroy 2 years after close of calendar year in which last record is filed
24			at other than HQ USAFE	destroy 1 year after transfer or separation of individual
25	politico-military matters	records concerning politico-military matters, such as negotiation and drafting of treaties and other agreements involving military considerations, military rights in foreign countries, and military planning and policy aspects of national and international civil aviation	at HQ USAF or MAJCOMs when acting as designated representative for DOD	retire as permanent (see note 3)
26				destroy when no longer needed
27		reports on violations of the law of armed conflict	at HQ USAF	retire as permanent (see note 4)
28			at other than HQ USAF	destroy when no longer needed
29	Article 138 (UCMJ) complaints	complaints, reports of inquiry, and actions of the GCM authority	at HQ USAF/JACM	destroy 2 years after review
30			at other than HQ USAF/JACM	destroy 1 year after action of GCM authority
31	public dockets for CAB international cases	correspondence between DOD elements and public and private parties in CAB international cases	at HQ MAC/JAO	destroy 10 years after close of related CAB cases

TABLE 110-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
32	preventive law administration	directives and other documents relating to general administration or policy for administering the preventive law program		destroy when no longer needed
33	preventive law information	printed material intended for distribution		destroy when no longer needed (see note 2)
34	investigative reports and case files of US personnel prepared by foreign authorities	investigative reports and case files, records of administrative proceedings, legal processing, and other comparable correspondence prepared by foreign authorities in the investigation of incidents and crimes involving US military personnel, civilian personnel serving with, employed by, or accompanying the US forces who are US nationals, and dependents of all such military and civilian personnel, in which jurisdiction over the incident or offense is waived to US authorities or the primary right to jurisdiction rests with US authorities		destroy 2 years after case is closed or 6 months after offender's departure or when no longer needed, whichever is later
35	U S Federal Magistrate Court	completed criminal case files	at base legal offices	destroy 3 years after case is closed

NOTES

1 Return personal papers to individual when the case is closed or send by registered mail to his last known address, if returned, destroy Deliver other documents to the individual or destroy when case is closed Treat such files as "confidential and privileged"

2 A copy of each printed item will be maintained in filing cabinets, other copies will be stored elsewhere

3 Offer to the National Archives in 5-year blocks when latest document is 25 years old

4 Offer to the National Archives when 30 years old

5 Offer to the National Archives when 25 years old

TABLE 110-2

PATENTS, COPYRIGHTS, AND TRADEMARK RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	patents, copyrights, and trademarks (general records)	decisions, opinions, determinations, and recommendations	at HQ USAF/JACP	destroy after 25 years
2			at other than HQ USAF/JACP	destroy when no longer needed
3	invention disclosures	records relating to inventions on which patent applications are not prepared, resulting from disclosure of inventions by military personnel, civilians, and from research and Government work performed under AF contract	at HQ USAF/JACP	retire after 5 years, and destroy 15 years thereafter
4			at other than HQ USAF/JACP	destroy after 7 years
5	patent applications	records relating to inventions on which patent applications have been filed in US Patent Office	at HQ USAF/JACP	retire after 3 years, and destroy 17 years thereafter
6			at other than HQ USAF/JACP	destroy 3 years after application has been abandoned or issued into a patent.
7	security records on patent applications	evaluations, correspondence, copies of applications and tenders to the government for use of invention, resulting from review of patent applications to ascertain whether or not they should be placed under Secrecy Order in the US Patent Office or rescinded Secrecy Orders		retire after 3 years, and destroy 9 years thereafter

TABLE 110-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
8	licenses, releases, and assignments	signed agreements with owners of trademarks, copyrights, and patents by which government acquires right, license or interest	at HQ USAF/JA relating to inventions and patents	destroy 20 years after date of issue
9			at HQ USAF/JA relating to trademarks and copyrights	destroy 30 years after date of issue
10				destroy when no longer needed
11	patent infringement claims, preferred licenses, and royalty adjustments	correspondence, reports, patents, printed material, procurement schedules, and other pertinent papers	at HQ USAF/JACP	destroy 12 years after final settlement or judicial determination
12				destroy when no longer needed
13	foreign agreements	records of agreement with foreign countries regarding the interchange of patent rights and technical information for defense purposes	at HQ USAF/JA	retire after agreement expires and destroy 10 years thereafter
14	originally issued letters patent	formally executed records	at HQ USAF/JACP	retire after 10 years, and destroy 7 years thereafter

111. Military Justice. This tables covers records pertaining to military justice administration, nonjudicial punishment, court-martial jurisdiction, and trial by court-martial, including pretrial, trial and post-trial procedure, decisions on review, and technical instructions for counsel, military judges and others participating in trials.

TABLE 111-1
MILITARY JUSTICE RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	military justice administration	correspondence, memoranda, statistical reports and summaries, summaries of activity, narrative reports, instructions, briefs, and other records relating to military justice not covered under general correspondence and legal opinions		destroy after 2 years or when no longer needed, whichever is later
2	all general court-martial records, and special court-martial records involving a bad conduct discharge	charge sheets and other records accompanying charges when referred for trial chronology and court-martial data sheets, record of trial proper, court-martial orders, decisions on review, and other related and allied papers	originals at HQ USAF/JAJ (see note 1)	retire as permanent
3			duplicate and triplicate copies on cases where appeal to US Court of Military Appeals (USCMA) is not filed	destroy 30 days after completion of appellate review
4			duplicate and triplicate copies on cases where appeal to USCMA is filed	destroy after final action by USCMA
5			accused's copy	deliver to accused (see note 2)
6			all copies other than rules 2, 3, 4 and 5	destroy 1 year after receipt of notice of completion of appellate review

TABLE 111-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
7	special court-martial records not involving a bad conduct discharge		original (see note 3)	destroy 15 years after final review
8			accused's copy	deliver to accused (see note 2)
9			all copies other than in 7 and 8	destroy one year after final review
10	summary court-martial records		originals in Master Personnel and triplicates in Field Record Group	see table 35-1
11			duplicate copies	destroy after 2 years
12			accused's copy	deliver to accused (see note 2)
13			all copies other than rules 10, 11 and 12	destroy 1 year after final review
14	court-martial registers and/or card index	devices for control of cases which are to be tried or which have been tried by summary, special or general court-martial	at HQ USAF/JAJM	retire as permanent (see note 7)
15			at other than HQ USAF/JAJM	destroy after 3 years
15.1	court-martial log (requirement eliminated 2 June 1975)	statistical data	at SPCM jurisdictional level (including GCM authority exercising SPCM jurisdiction), and pertaining to cases upon which GCM action was completed prior to 1 July 1974)	retain in accumulating office 3 years, then forward to HQ USAF/JAJM for consolidation and retirement as permanent (see note 8)
15.2			at SPCM jurisdictional level (including GCM authority exercising SPCMjurisdiction), and pertaining to cases upon which GCM action was completed after 30 June 1974	destroy
16	court-martial jurisdiction	records accumulated incident to the granting and exercise of general, special and summary court-martial jurisdiction (see note 4)		retire as permanent (see notes 5 and 8)
17		card records reflecting active and inactive general court-martial jurisdiction of various commands		destroy when no longer needed
18	court-martial and Article 15 activities reports (requirement eliminated following report for 1st Qtr of CY 1975)	consolidated annual reports prepared by HQ USAF/JAJM from quarterly reports received from major commands	at HQ USAF/JAJM	retire as permanent (see note 8)
19			at other than HQ USAF/JAJM	destroy after 3 years, or when no longer needed for reference, whichever is later.
20		individual and consolidated quarterly reports prepared by major command and subordinate court-martial jurisdictions	at HQ USAF/JAJM	destroy after 5 years or when no longer needed, whichever is later
21			at other than HQ USAF/JAJM	destroy after 3 years or when no longer needed, whichever is later

TABLE 111-1. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
22	writ of habeas corpus	the complaint, the answer filed by the Government, copy of court decision, correspondence with US Attorney, and other related matters accumulated as the result of a complaint by the person released on a writ of habeas corpus	at HQ USAF/JAJM, and the person has been court-martialed	they become part of the original record of trial
23			at HQ USAF/JAJM, and the person was not tried by court-martial	hold for 5 years after case is closed, retire to WNRC, destroy after 15 additional years
24			at other than HQ USAF/JAJM	destroy after 2 years
25	records of punishment imposed under Article 15, UCMJ	forms, correspondence, and summarized records of oral punishment, including separate appeals and actions that suspend, mitigate, remit, or set aside punishment	originals at HQ USAF or AFMPC	destroy 30 years after final review
26			copies at CBPOs	dispose of under AFR 35-44 and table 35-5, as appropriate
27			copies at staff judge advocate offices	destroy after 1 year or when no longer needed, whichever is later
28	written materials considered as a basis for imposing punishments under Article 15, UCMJ	investigative reports, statements, summaries of expected testimony, documentary evidence, etc		
29	(RESERVED)			
29.1	Article 15 Log (requirement eliminated 2 Jun 1975)	statistical data	at SPCM jurisdictional level (including GCM authority exercising SPCM jurisdiction), and pertain to cases upon which GCM action was completed prior to 1 July 1974	retain in accumulating office 3 years then forward to HQ USAF/JAJM for consolidation and retirement as permanent (see note 8)
29.2			at SPCM jurisdictional level (including GCM authority exercising SPCM jurisdiction), and pertain to cases upon which GCM action was completed after 30 June 1974	destroy
30	records of proceeding to vacate suspension of sentence of court-martial	proceedings to vacate suspension of sentence, comparable forms, correspondence, and other related papers	originals (see note 6)	they become part of the original record of trial
31			all copies other than rule 30	destroy 1 year after action on proceedings
32	court-martial orders	orders promulgating the results of trial by general or special court-martial, supplemental orders and final decision based on action by higher authorities	copies furnished HQ USAF/JAJ, and not included in the record of trial or in personnel files	destroy after 15 years
32.1			record copies maintained in annual blocks by issuing activity	retire as permanent (see note 7)
33			all copies other than rules 32 and 32 1	destroy 1 year after date of order

TABLE 111-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
34	court reporter's record	court reporter's recordings and notes from which verbatim or summarized records of trial or investigation have been prepared	for trials by special court-martial resulting in conviction and not involving a bad conduct discharge	destroy 6 months after date of trial
35			for trials by special court-martial resulting in conviction and involving approved bad conduct discharge and for Article 32 investigations and general court court-martial trials resulting in approved convictions	destroy 1 year after date of trial or 60 days after conclusion of appellate review, whichever is later
36			for Article 32 investigations not resulting in referral of charges to trial and trials resulting in acquittals or in which the sentence is disapproved and charges are dismissed	destroy after action of the authority accomplishing those results
37	petitions for new trial under Article 73, UCMJ	final action on petition	originals	they become part of the original records of trial
38			accused's copy	deliver to accused (see note 2)
39			all copies other than rules 37 and 38	destroy 2 years after final action on petition
40		petition, affidavits, briefs, correspondence and other related papers	originals	they become part of the original record of trial
41			all copies other than rule 40	destroy 2 years after final action on the petition
42	applications for relief under Article 69, UCMJ	final action on application	originals	they become part of the original record of trial
43			accused's copy	deliver to accused (see note 2)
44			(RESERVED)	
45			all copies other than rules 42 and 43	destroy after 2 years
46		application, documentary or other evidence submitted therewith, briefs, correspondence and other related papers	originals	retain in HQ USAF/JAJM for 5 years, then retire to WNRC, destroy after 10 additional years
47			all copies other than in rule 46	destroy after 2 years
48	Automated Military Justice Analysis and Management System (AMJAMS) monthly output products/reports	statistical data relating to court-martial and Article 15 activities	reports with as of dates for months of January through November	destroy after 3 years or when no longer needed, whichever is sooner
49			report with as of date for month of December	destroy after 5 years or when no longer needed, whichever is later
50	AMJAMS quarterly and annual output products/reports		at HQ USAF/JAJ	retire as permanent (see note 8)

TABLE 111–1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
51			at other than HQ USAF/JAJ	destroy after 5 years or when no longer needed, whichever is later
52	AMJAMS source/input forms and computerized records	data on Article 15 punishments		destroy after 1 year
53		data on cases where court-martial charges are preferred	at HQ USAF/JAJM	
54			at staff judge advocate offices on cases that resulted in trial by court-martial	destroy after 2 years
55			at staff judge advocate offices on all other cases	destroy after 1 year
56		keypunch transaction cards and magnetic tape files		destroy after 6 semimonthly update cycles, or when no longer needed, whichever is later
57	Report Individual Person (RIP) produced as result of AMJAMS/ADP interface	personal background and military history information		attach to file copy of AMJAMS source records pertaining to case and dispose of in accordance with rules 52–55, this table as appropriate
58	strength reports, including DESIRE AMJ STG produced as result of AMJAMS/ ADPS interface	military justice jurisdictional strength data		destroy after 1 year
59	AMJAMS edit listings	computer printout listing case inputs, strength inputs, and errors		destroy after 1 year or when no longer needed, whichever is sooner
60	executed punitive discharges and federal and state court felony conviction reports	consolidated semiannual reports prepared by HQ USAF/JAJM from semiannual reports received from MAJCOMs	at HQ USAF/JAJM	retire as permanent (see note 8)
61			at other than HQ USAF/ JAJM	destroy after 3 years or when no longer needed, whichever is later
62		individual and consolidated semiannual reports prepared by major commands and subordinate court-martial jurisdictions	at HQ USAF/JAJM	destroy after 5 years or when no longer needed, whichever is later
63			at other than HQ USAF/ JAJM	destroy after 3 years or when no longer needed, whichever is later

NOTES

1 Regardless of action taken on the case after appellate review, all original records of trial by general court-martial are forwarded to HQ USAF/JAJM

2 If a copy of the record cannot be delivered to the accused for any reason, attach the copy prepared for him to the original record and explain the reason for nondelivery.

3 These records are filed at the general court-martial jurisdiction for 2 years, then forwarded to WNRC, Wash DC 20409

4 See AFR 111–1, paragraphs 2–1 and 2–2, 1 August 1984, for rules on the exercise of general and special court-martial jurisdiction

5 Those jurisdiction authorities reflected in a joint tenancy agreement have the same disposition as the joint tenancy agreement

6 In general court-martial cases in which any portion of the sentence has been suspended, and in special court-martial cases in which an approved bad conduct discharge has been suspended, forward any report or proceedings to vacate a suspension to HQ USAF/JAJM for filing with the original records of trial For special courts-martial, file the report with the original record

7 Offer to the National Archives in 5–year blocks when 50 years old.

8 Offer to the National Archives when 15 years old

112. Claims. This table covers records pertaining to the investigation of accidents and incidents which may result in claims and/or tort litigation for or against the government, as well as records related to the processing and settlement of such claims and tort litigation. Covered are records of all claims and tort litigation for which The Judge Advocate General is responsible. Excluded are records of formal contract claims, Air Force Industrial Fund laundry and dry cleaning claims, report of survey claims, and regular real estate acquisition, disposition or rent claims.

TABLE 112-1
CLAIMS RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	general administration	HQ USAF directives and other records relating to general administration or policy for handling claims which are not covered elsewhere		destroy when superseded or rescinded
2		all other directives		destroy after 2 years
3	completed claims case files (except hospital recovery claims, rule 15) for which the Judge Advocate General is responsible	all claims, whether settled or otherwise disposed of, paid claims (except rules 4 and 4 1) and claims asserted by the AF		destroy 1 year after the close of the fiscal year in which claims are settled
4		claims disapproved or otherwise disposed of, paid under the Military Personnel and Civilian Employees' Claims Act up to the maximum payable by HQ USAF/JACC or subrogated claims collected by setoff under the Military Personnel and Civilian Employees' Claims Act at HQ USAF/JACC		destroy 6 years after the close of the fiscal year in which claims are settled
4.1		disapproved claims identified in rule 4	at other than HQ USAF/JACC	destroy 3 years after the close of the fiscal year in which claim is settled
5	claims records	records of all claims processed by offices of the Judge Advocate General's department and source documents for the Claims Administrative Management Program (CAMP)	copies 1 through 5 at HQ USAF/JACC	destroy after 90 days
6			copy 6 at offices taking final disposition	destroy 1 year after the close of the fiscal year in which claims are settled, provided that claims are accurately reflected in CAMP
7	claims reports	investigation reports prescribed in AFR 112-1, Claims Manual, that are not maintained and disposed of as part of a claims case file (rules 3, 4, 4 1, 16, 21, and 22)		destroy 1 year after lapse of statute of limitations (note do not retire to records center)
8		international agreement reimbursement reports		destroy 3 years after the close of the fiscal year in which reviewed
9	(RESERVED)			
10	accident or incident logs	logs closed after the end of the FY in which all cases thereon have been closed or forwarded to another claims headquarters for final action	at initiating authorities for each FY to record occurrences that may result in claims	destroy after 3 years
11	investigation reports of aircraft or missile incidents	investigations performed under AFR 110-14	at appointing authorities' staff judge advocate	destroy after 25 years
12			at other than staff judge advocate offices	destroy after 3 years

TABLE 112-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
12.1			at MAJCOMs	
13	memorandum opinions	analysis of unique or new claims issues of value for research or legal precedent basis		destroy when no longer needed
14		memorandum opinions not maintained and disposed of as part of a claims case file (rules 3, 4, and 4 1)		destroy after 90 days
15	hospital recovery claims	records accumulated as a result of actions under the Medical Care Recovery Act (42 U.S C 2651-3)	those having no third party tort liability, since no claim number is assigned	the file becomes a claims report (see rule 7)
16			paid in full or settled within delegated limits	destroy 3 years after the end of the fiscal year in which claims are settled
17			reports and copies of documents required to be sent and held by HQ USAF/ JACC in cases involving litigation	destroy 1 year after the FY in which litigation is concluded
18	(RESERVED)			
19	Claims Administrative Management Program (CAMP)	monthly reports of current FY claims	at HQ USAF/JACC and JAED	destroy after 10 years
20			at other than HQ USAF/ JACC and JAED	destroy after 5 years
21	tort litigation case files	administrative claim files and records accumulated incident to litigation arising out of tort related claims	at HQ USAF/JACC	destroy 5 years after FY in which the litigation is concluded
22			at other than HQ USAF/JACC	destroy 2 years after FY in which litigation is concluded

120. Inspector General. This table covers records related to policies and procedures for the overall direction and planning of inspector general activities.

TABLE 120-1

INSPECTOR GENERAL ADMINISTRATIVE REPORTS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	administrative inquiries and investigation reports	reports and supporting records relating to matters adversely affecting the discipline, efficiency, morale, or welfare of organizations, units or personnel, not including OSI investigations, security police investigations, technical investigations of fires and aircraft accidents, investigations of property survey officers, line of duty investigations, or grievances of civilian employees having other appeal rights		destroy 2 years after final action.
2	personal conference period reports or personal complaints	formal complaints, correspondence in the form of complaints, and locally produced forms reflecting a record of interview and resulting action taken which are a result of personal conference periods or complaints presented under AFR 123-11		destroy 1 year after year in which case is closed

122. Nuclear Surety. These tables cover records related to nuclear accident and incident prevention programs, including policy and safety-rule regulations governing all operations with nuclear weapon systems

TABLE 122-1

NUCLEAR WEAPON SYSTEM SAFETY GROUP (NWSSG) RECORDS AND SAFETY RULES

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	operational plan data documents (OPDDs)	descriptions of intended operations with NWSs used as source data for safety studies and operational reviews of USAF/non-U S NATO NWSs	at HQ AFISC/SNS	destroy when no longer needed.
2			at HQ USAF, MAJCOMS and other offices of record	destroy when superseded, obsolete, or no longer needed
3	technical nuclear safety analyses (TNSAs)	analyses of adequacy of NWSS features	at HQ AFISC/SNS	destroy when no longer needed.
4			at MAJCOMS and other offices of record	destroy when superseded, obsolete, or no longer needed
5	NWSSG safety study reports	working draft reports of initial, preoperational and special safety studies and operational reviews of USAF/non-U S NATO NWSs	at HQ AFISC/SNS	destroy when no longer needed
6		intermediate versions of reports for obtaining HQ USAF coordination on conclusions and recommendations of NWSSG		
7		HQ USAF approved final version of NWSSG reports of NWSS studies and operational reviews		
8		copies of rules 5 thru 7 reports	at HQ USAF and other offices of record	destroy when superseded, obsolete, or no longer needed
9	safety rules packages	draft CSAF/CJCS memoranda, description of NWS, summarys of operational concept, nuclear safety design features in NWS, and proposed NWSS rules, included as appendix to rules 6 and 7 reports	at HQ AFISC/SNS	destroy reproducible masters when superseded, obsolete, or no longer needed
10			at other offices of record	destroy when NWSS rules are published
11	rules writer's background files	correspondence and study reports concerning establishment, application and interpretation of NWSS rules, including related JCS papers	at HQ AFISC/SNS	destroy 2 years after NWS is declared obsolete, nonoperational, or dropped from the USAF or non-U.S NATO inventory
12	NWS critical component lists	lists of critical hardware, software or code components subject to split handling/knowledge procedures		destroy when superseded, obsolete or no longer needed.

TABLE 122-2

NUCLEAR REACTOR RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	health physics and process control data logs	health physics daily logs, water activity analysis logs, Geiger-Mueller analysis logs, air sample analysis logs, daily routine health physics logs, background and efficiency logs, portable survey instrument calibration logs, and source movement, inventory, and leak test logs		retire as permanent on inactivation of the activity, or when no longer needed
2	environmental sample data	data for the analysis of soil, vegetation, and water samples that are subject to radioactive contamination		
3	nuclear power plant logs	daily operational records		

TABLE 122-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
4	contractor shipment records	forms used by contractors when shipping radioactive material		
5	radiation level	reports which provide data required to analyze the possible buildup of radiation levels		
6	radiation film badge	records that serve as a reference to dosimeter logs and provide a record of the accumulated radiation dosage in a specific area for which the permit was issued		
7	dosimeter log	a log of each entry used to control the number of individuals in a nuclear reactor plant at any one time, record the amount of radiation exposure by each individual while in the plant, and to provide a record of who is in the plant in event of an emergency	at nuclear reactor plants	destroy after 2 years
8	process control charts	graphic presentations used in analyzing trends in plant chemistry parameters, and provide a basis for determining the need for changes in chemical treatment of various plant systems		destroy after 1 year or when no longer needed, whichever is sooner
9	occupational exposure	dosimeter film exposure listing used to prepare the record of occupational exposure to ionizing radiation which is forwarded for inclusion in individual's medical records		destroy after 1 year

TABLE 122-3

ACCIDENT/INCIDENT REPORT

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	nuclear accident/incident deficiency analyses and summaries	analyses and statistical data summaries prepared for use in accident prevention, and quarterly summaries of nuclear accident/incident deficiency reports	filed with accident/incident deficiency report	destroy with related reports
2			filed with nuclear weapon system case file	destroy with case file (table 122-1)
3	nuclear accident/incident deficiency report (also see table 127-2, rules 1, 2, and 3)	initial preliminary, supplemental, or formal reports of accident/incident deficiencies under AFR 127-4	original paper records at HQ USAF/IGDN	destroy after microfilm or automated data is determined adequate substitute
4			microfilm copies of automated data	destroy after 30 years
5			copies retained by originator	destroy after 2 years, or on inactivation of the activity, whichever is sooner
5.1			copies at MAJCOMs and below	destroy after 2 years, or when no longer needed, whichever is sooner
6	reactor/radioisotope systems accident/incident reports		original paper records at HQ USAF/IGDN	destroy after microfilm or automated data is determined adequate substitute
7			microfilm copies of automated data	destroy after 30 years
8			copies retained by originator	destroy after 2 years, or on inactivation of the activity, whichever is sooner
8.1			copies at MAJCOMs and below	destroy after 2 years, or when no longer needed, whichever is sooner

123. Inspection. This table covers records related to the inspection system, which provides for factual evaluation of the effectiveness and economy of Air Force operations methods and procedures.

TABLE 123-1
INSPECTION RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	inspection reports not otherwise covered in this table		at MAJCOMs and subordinate commands	destroy 1 year after next like inspection or after 3 years, whichever is sooner
2		record copies		destroy 10 years after completion of subject inspection
*3			at inspected activities, monitoring, evaluating, or approving authorities	destroy 1 year after corrective action has been taken, or when no longer needed, whichever is later
*4		information copies of other unit inspections for self-inspection purposes and replies when required	at unit level	destroy 6 months after own comparable inspection report received or when no longer needed, whichever is sooner.
*4.1		information copies of other unit inspections for monitoring the status of individual units corrective actions, formulating exercise scenarios, and conducting ORI type exercises	at base self-inspection office	destroy upon receipt of next inspection report for that unit, or when no longer needed, whichever is sooner
5		special interest items inspection files		destroy after 1 year, or when no longer needed, whichever is later
6		copies of reports with active-review findings		destroy 2 years after approval of inspection report
7		informational background material collected during an inspection		destroy when no longer needed
8	surveillance records	records reflecting results of evaluations, inspections and staff visits by The Inspector General USAF, in connection with overall surveillance of AF programs, missions, and operational readiness	originals at HQ USAF/IGD (note· paper copies are normally microfilmed within 3 years)	destroy 10 years after completion of subject inspection.
9	inspection team programming	inspection itineraries, team personnel rosters and change sheets, records on personnel augmentation, suggested items for inspection, special subjects for inspection (other than AFR 121 series), and information pertinent to special inspection efforts	at inspection offices	destroy 1 year after completion of inspection to which records pertain or when no longer needed, whichever is later
10	inspection checklists	inspection checklists, inspection guides, individual methods of approach or similar records and papers related thereto, not published as, or supplement to, a standard publication per AFR 5-1 (see Table 5-1), and, which are not used to record a completed inspection		destroy when superseded, obsolete, or no longer needed
10.1	self-inspection checklists			see table 11-2, rule 33
11	inspection clearance certificates	certificates of unit property, certification of clearance from accountability of station property, departure certificates, authorized personnel, vehicles, and cargo certificates, comparable certificates, and papers related thereto	at inspected units, prepared prior to movement departure, to insure that all directives have been complied with in connection with sanitation, policing, property, and all other responsibilities	destroy after 1 year
12	operational readiness plans	plans prepared for guidance of the conduct of operational readiness inspections	at MAJCOMs and below	destroy when superseded

TABLE 123-1. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
*13	summary of inspector general activities			see table 123-2

*TABLE 123-2

FRAUD, WASTE AND ABUSE (FWA) RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	case files	USAF FWA Disclosure (AF Form 635) or other format for HOTLINE and non-HOTLINE disclosures, including USAF FWA Data Collection (AF Form 634), HOTLINE Progress Report, HOTLINE Completion Report, reports of investigation or inquiry, allegations of reprisal, summary completion report and related records	at HQ USAF and commands other than AFOSI	destroy 2 years after case is closed
2			at HQ AFOSI and AFOSI field extensions	see 124-series tables
2.1		rules 1 and 2 FWA disclosures which are substantiated and have wide media coverage, are investigated by Congress, involve general officers or equivalent personnel, involve dollar losses or recoveries of $50,000 or more, reveal systemic problems in AF administration and/or result in major changes in AF policy and procedures	at highest command level case resolved	retire as permanent (note)
3	case files summary data	computer printout summaries of open and closed FWA cases		destroy when no longer needed
4		selected case files data in the computer		
5	FWA reports	semiannual report of FWA disclosures to DOD on the status of cases, and related records		
6		data collection statistics consisting of copies of USAF FWA Data Collection and other report statistics of audit, inspection and investigative activities		destroy after 2 years, or when no longer needed, whichever is later
7	remedies plans	plans used to determine what judicial, contractual and administrative remedies are necessary		retire as permanent (note)
8	log registers	logs recording names, dates and other applicable data of disclosures		destroy after 2 years, or when no longer needed, whichever is later

NOTE Offer to the National Archives in 5-year blocks when latest record is 25 years old

124. Special Investigations. These tables cover records pertaining to disposition of records accumulated incident to the functions and responsibilities of the Office of Special Investigations, including criminal, counterintelligence and special investigative services.

TABLE 124-1

AFOSI CRIMINAL RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	investigations into offenses of espionage, sabotage, treason, sedition, violation of AFR 205-57 and security violations	reports, statements, affidavits, correspondence, and related records pertaining to specific investigations	at HQ AFOSI	retire as permanent (see note 1)
2			at AFOSI field extensions	destroy 1 year after Case Survey Form, Part III, is submitted to HQ AFOSI, or when no longer needed, whichever is sooner
3	(RESERVED)			
4	investigations into alleged violations of laws, regulations, and directives (excluding investigations covered by rules 1, 2, 3, 12, 13, and 14)	reports, statements, affidavits, correspondence, and related records pertaining to specific investigations	at HQ AFOSI	destroy 15 years after date of last action (see note 2)
5			at AFOSI field extensions	destroy 3 months after Case Survey Form, Part III, is submitted to HQ AFOSI, or when no longer needed, whichever is sooner
6	(RESERVED)			
7	procurement/disposal cases	information copies of interest to AFSC/AFLC	at AFOSI Districts 4 and 5	destroy when no longer needed
8	reciprocal investigations	reports, statements, affidavits, correspondence, and related records pertaining to specific investigations accomplished for and at the request of a local, state, or federal investigative agency in the US or host country investigative agency overseas	at HQ AFOSI	destroy after 1 year (see note 3)
9			at AFOSI field extensions	destroy after 90 days
10	zero files (all categories contained in 124-series tables)	records containing specific and nonspecific investigative information	at HQ AFOSI	destroy after 15 years
11			at AFOSI field extensions	destroy after 2 years, or when no longer needed, whichever is later
12	CI special inquiry cases	reports, statements, affidavits, correspondence, and informational data filed therewith concerning AFOSI activities in individual case development	at HQ AFOSI	destroy 15 years after date of last action
13			at AFOSI field extensions	destroy 3 months after Case Survey Form , Part III is submitted to AFOSI, or when no longer needed, whichever is sooner
14		inquiries from members of the public who are collectors of information relating to DOD functions or units, unsubstantiated reports alleging imminent invasions, plots, and similar events of a delusional nature, and assorted "crank" letters	at HQ AFOSI	destroy after 1 year or when no longer determined pertinent by an annual review
15	AFOSI reports of investigation	reports, statements, and related records pertaining to specific investigations	copies at non-AFOSI offices	destroy when no longer needed

NOTES

1 Offer to the National Archives within 25 years after date of last action

2 Reports of investigations conducted on AF personnel assigned to AFOSI/DIS, or who possess 82XX or 821XX AFSCs, or on whom AFOSI has pending reprocurement action, will be filed with and destroyed under the same disposition criteria as that for the AFOSI Applicant Processing

Case File if the retention period for the particular investigation has expired
3 Custodians will adhere to criteria in AFR 124-13 If not validated for retention, records will be destroyed

TABLE 124-2
COUNTERINTELLIGENCE OPERATIONS AND PUBLICATIONS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	counterintelligence operational case files	reports, statements, affidavits, correspondence, and related records regarding individual operational development	at HQ AFOSI	retire as permanent (see note 1)
2			at AFOSI field extensions	destroy after 1 year, or when no longer needed, whichever is sooner
3			information copies at AFOSI Dist 44 and 70	destroy when no longer needed
4	counterintelligence briefings	requests for and records of counterintelligence briefings	at HQ AFOSI	destroy after 15 years
5			at AFOSI field extensions	destroy after 1 year
5.1	counterintelligence denied area briefings/debriefings	requests for and records of counterintelligence briefings/debriefings	at HQ AFOSI	destroy after 15 years.
5.2			at AFOSI field extensions	destroy after 3 months
6	publications prepared by AFOSI pertaining to non-DOD affiliated US citizens/organizations	counterintelligence special reports, local estimates, and OSI information briefs	at HQ AFOSI	destroy not later than 1 year after acquisition unless validated on an annual basis for continued retention (see notes 2 and 3)
7			at AFOSI field extensions	destroy not later than 1 year after acquisition unless validated on an annual basis for continued retention (see notes 2 and 4)
8	publications prepared by AFOSI pertaining to foreign citizens/organizations	record copies of recurring and nonrecurring publications	at HQ AFOSI	destroy after 10 years (see note 2).
9			at AFOSI field extensions and other activities	destroy when no longer needed, obsolete or on inactivation of the activity, whichever is sooner (see note 2).
10	publications received from other sources pertaining to non-DOD affiliated US citizens/organizations		at any AFOSI activity	destroy 1 year after acquisition unless validated for retention for another year when it is determined during the annual verification review by the Secretary of the Air Force that a continued threat exists (see note 2)
11	publications received from other sources pertaining to foreign citizens/organizations			destroy when no longer needed or obsolete, unless originating office requests its return (see note 2)
12	security vulnerability test cases	operational test reports with supporting documents	at HQ AFOSI	destroy after 15 years

NOTES
1 Offer to the National Archives within 25 years after the date of the last action
2 Custodians will adhere to criteria in AFR 124-13
3 At the time the records are not validated for retention, offer them to the National Archives for a determination of their historical worth If refused by the Archivist, the records will be destroyed
4 If not validated for retention, records will be destroyed

TABLE 124-3

INVESTIGATIVE COLLECTIONS AND SURVEYS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	counterintelligence collections documents pertaining to non-DOD affiliated US citizens/organizations	DOD intelligence information reports originated by AFOSI	at HQ AFOSI	destroy not later than 1 year after acquisition unless validated on an annual basis for continued retention (see note 1)
2			at AFOSI field extensions	destroy not later than 1 year after acquisition unless validated on an annual basis for continued retention (see note 2)
3	counterintelligence collection documents pertaining to foreign citizens/organizations	DOD intelligence information reports originated by AFOSI regarding all collection targets except espionage and sabotage agencies (05)	at HQ AFOSI	retired to WNRC prior to microfilming project, destroy after 6 years
4			at HQ AFOSI	destroy when microfilm is determined adequate substitute
5			microfilm copies	destroy after 6 years
6		DOD IIRs originated by AFOSI regarding espionage and sabotage agencies (05)	at HQ AFOSI	destroy when microfilm is determined adequate substitute
7			microfilm copies	destroy after 25 years
8			at HQ AFOSI and have not been microfilmed	
9		DOD IIRs originated by AFOSI regarding any type of collection target	all except record copies	destroy after 3 years, or when no longer needed, whichever is sooner
10		reports, papers, clippings, photos, or any other material originated by agencies other than AFOSI	at HQ AFOSI	destroy after 25 years, when no longer needed, obsolete, or on inactivation of activity, whichever is sooner
11			at AFOSI field extensions	destroy after 1 year
12		microfilm aperture cards (MACs) and general purpose cards (GPCs), data extracted from records identified in rules 3, 6, 9)	at HQ AFOSI	destroy when superseded, obsolete or no longer needed
13	information collection	information created by AFOSI on USAF installations, facilities or operational sites	necessary to counter activity directed against a USAF element or personnel	destroy when superseded or rescinded
14			pertinent to closed installations, facilities or operational sites	destroy after 1 year
15		information pertaining to counterintelligence, antiterrorism, or security investigations/operations originated by, and received or acquired from, agencies outside the DOD during the course of routine investigative or liaison activity, which after receipt is subsequently determined to fall outside the area of interest of the DOD, or which is determined not to pose a threat to DOD personnel, property or functions and no DOD file is created or DOD information is generated	at any AFOSI activity	destroy immediately after an evaluation determines a threat does not exist or not later than 3 months following acquisition

TABLE 124-3. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
16	criminal/fraud collections	reports responsive to HQ AFOSI collection requirements	at HQ AFOSI and AFOSI field extensions	destroy after 3 years, or when no longer needed, whichever is sooner
17	development files	information on criminal and fraud activities requiring follow-up action that may lead to an investigation	at HQ AFOSI	destroy after 15 years
18			at AFOSI field extensions	destroy after 2 years
19	fraud surveys	reports, statements, affidavits, correspondence, and informational data concerning AF appropriated and nonappropriated activities and informational data used to verify entitlement	at HQ AFOSI	destroy after 5 years
20			at AFOSI field extensions	destroy 1 year after Case Survey Form, Part III, is submitted to HQ AFOSI, or when no longer needed, whichever is sooner
21	hostile establishment file	Hostile Establishment Profile (AFOSI Form 134)	at HQ AFOSI and AFOSI field extensions	destroy when superseded, obsolete or no longer needed
22			(RESERVED)	
22.1		aperture cards, maps, sketches, photographs	at HQ AFOSI	destroy when superseded, obsolete or no longer needed
23	computerized information collection	computerized hostile intelligence profile system (CHIPS) and terrorist incidents profiling system (TIPS) computer printouts		
24			at AFOSI field extensions	destroy when superseded, obsolete, no longer needed, or on direction of HQ AFOSI
24.1	computerized information collection support file	CHIPS aperture cards, photographs and reports and TIPS reports	at HQ AFOSI	destroy when superseded, obsolete or no longer needed
25	collection requirements (CRs)	letter format operational directives		destroy 3 years after cancellation or completion
26			at AFOSI field extensions	destroy when superseded or rescinded
27	terrorist activities	AFOSI, other US intelligence, State Department and foreign broadcast reports, and news media articles on specific terrorist incidents, groups and activities	at HQ AFOSI	destroy when superseded, obsolete or no longer needed
28	multidiscipline intelligence	US intelligence reports, messages and advisories, AF messages, FAA reports, and news media articles used for multidiscipline intelligence activities and capabilities/systems		
29	multidiscipline counterintelligence (MDCI)	AFOSI and other US intelligence reports, messages, studies and analyses and MDCI program management information		

NOTES

1 At the time the records are not validated for retention, offer them to the National Archives DOD-originated files which contain significant analytical comments, value judgments or recommendations pertaining to information received or acquired from agencies outside the DOD If refused by the Archivist, the records will be destroyed

2 If not validated for retention, records will be destroyed

TABLE 124-4

SECURITY INVESTIGATIONS AND OPERATIONS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	internal security investigations for DOD-affiliated personnel	investigations of personnel when the allegation falls within the purview of AFRs 40-732 or 205-4, exclusive of copies of investigative reports furnished by the Office of Personnel Management	at HQ AFOSI wherein the affiliation was not completed	destroy 1 year after notification that affiliation was not completed
2			at HQ AFOSI wherein the affiliation was completed	destroy after 15 years (see note 2)
3			at AFOSI field extensions	destroy after 3 months or when no longer needed, whichever is sooner
4	special requests	limited personnel checks, normally a local agency check (LAC) or single agency check (SAC) only, on persons who have access to areas but who do not require a formal security clearance	at HQ AFOSI and AFOSI field extensions	
*4.1	child care pre-employment screening (favorable)	child care applicant local agency checks consisting of information developed while conducting investigations in support of Morale, Welfare, and Recreation (MWR) Child Care/Youth Facilities	at AFOSI field extensions	destroy after 3 months.
*4.2	child care pre-employment screening (unfavorable)		at HQ AFOSI	destroy after 15 years
*4.3			at AFOSI field extensions	destroy after 3 months
5	reciprocal investigations (personnel security)	reports and correspondence prepared for other government agencies including DIS		
5.1			at AFOSI field extensions which contain names of sources not released to DIS	destroy after 1 year
6	unfavorable premarital investigations (when marriage takes place)	requests, reports of investigations of prospective alien spouse of military personnel per AFR 211-18	at HQ AFOSI	destroy after 5 years (see note 1)
7			at AFOSI field extensions overseas	destroy after 1 year
8	unfavorable premarital investigations (when marriage has not taken place)			
9	favorable premarital investigations		at AFOSI field extensions	
10	(RESERVED)			
11	protective services investigations	reports, statements, affidavits, correspondence and related records regarding individual case	at HQ AFOSI	destroy after 15 years
12			at AFOSI field extensions	destroy after 1 year, or when no longer needed, whichever is later

TABLE 124-4. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
13	protective services referral information	identification data/summaries concerning individual or group reportable to USSS under AFR 124-16	at HQ AFOSI	destroy after 15 years
14			at AFOSI field extensions	destroy after completion/termination
15	protective services operations	reports of either completed full scale protective services operations or letter reports reflecting the expenditure of AFOSI resources to provide limited protective assistance to senior officials	at HQ AFOSI	destroy after 5 years, or when no longer needed, whichever is sooner
16			at AFOSI field extensions	destroy after 3 months, or when no longer needed, whichever is sooner
17	personnel security investigations for DOD affiliated personnel	investigations of personnel employed by or seeking employment from the government or whose relationship otherwise with the government requires a security clearance but exclusive of copies of investigative reports furnished by the Office of Personnel Management	at HQ AFOSI created prior to Oct 72 and maintained in support of DIS	destroy 15 years after date of last action
18	refugees/defectors cases	reports, statements, correspondence and informational data filed therewith pertaining to or furnished by foreign nationals	at HQ AFOSI	destroy 25 years after date of last action
19			at AFOSI field extensions	destroy after 1 year
20	special inquiry—AFOSI personnel	reports, statements, affidavits, correspondence, and related records pertaining to specific inquiries	at HQ AFOSI	destroy at the time an individual's assignment to AFOSI/ DIS is terminated, or upon withdrawal of the 82XX or 821XX AFSC, or after termination of reprocurement process, whichever is later
21			at AFOSI field extensions	destroy 3 months after command action has been completed

NOTES

1. Reports of investigation conducted on an alien spouse of AF personnel assigned to AFOSI/DIS, or who possess 82XX or 821XX AFSC, or on whom AFOSI has pending reprocurement action, will be filed with and destroyed under the same disposition criteria as the AFOSI Applicant Processing Case File if the retention period for the particular investigation has expired
2. Those files determined to be of possible historical value, those of widespread public or Congressional interest, may be offered to the National Archives after 15 years.

TABLE 124-5

TECHNICAL SUPPORT OPERATIONS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	technical security briefings	requests, authorizations, briefing outlines, lists of equipment displayed, and lists of recipient(s)	at HQ AFOSI	destroy after 5 years
2			at AFOSI technical services districts	destroy after 2 years
3	technical security survey report files	requests, approvals, preliminary surveys, area plans and schematics, clearances, requests for funds, reports, etc , pertaining to a particular survey	at HQ AFOSI	destroy after 15 years

TABLE 124-5. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
4			at AFOSI technical services districts	destroy after 2 years, or when no longer needed, whichever is later (see note 1)
5			at AFOSI servicing districts	destroy after 3 months, or when no longer needed, whichever is sooner
6			at the requester or other organizations	destroy when resurvey is completed, or when no longer needed
7	technical support operations	technical surveillance records and products of such surveillance that are of operational and evidentiary value produced in support of substantive investigations	at HQ AFOSI	destroy under same destruction criteria assigned to the substantive case supported (see note 2)
8			at AFOSI technical services districts	forward to HQ AFOSI 3 months after case is closed or after command action has been completed, whichever is later
9	technical support repository reports	photo support repository and support documents	at HQ AFOSI	destroy after 6 years
10			at AFOSI technical services districts	destroy after 2 years
11	polygraph examinations	reports of polygraph examinations, statement of consent, charts and allied papers	at HQ AFOSI	destroy after 15 years, or with related case file, whichever is later
12			at AFOSI field extensions	destroy 3 months after close of related investigation
13	special investigative services	identi-kit reports, laboratory analysis, reports and records concerning other forensic services	at HQ AFOSI	destroy after 15 years
14			at AFOSI field extensions	destroy after 3 months
15	forensic service provided by an AFOSI regional forensic consultant	AFOSI Form 10, Forensic Science Statistical Data	at HQ AFOSI	destroy after 5 years
15.1			at AFOSI field extensions	destroy after 3 months
15.2		statistical data summaries	at HQ AFOSI	destroy after 2 years
16	forensic hypnosis interviews	statements of consent, recordings and related records		destroy after 15 years, or with related case file, whichever is later
17			at AFOSI Field extensions	destroy 3 months after close of related investigation
18	forensic science policy guidance	correspondence pertaining to the operation of the forensic science program	at HQ AFOSI and AFOSI field extensions	destroy when superseded, rescinded, or no longer needed
19	forensic travel records	messages of request, TDY orders and travel vouchers		see tables 10-3 and 177-20
20	forensic digest	official and professional information on forensic science and investigative techniques	at HQ AFOSI	see table 5-1, rule 1
21			at AFOSI field extensions	see table 11-1, rule 14
22	AFOSI training programs	applicants requests for training for forensic science scholarship and specialized criminal investigative course programs, and related documents	at HQ AFOSI and AFOSI field extensions	destroy after 5 years
23	National Crime Information Center (NCIC)	policy guidance and correspondence pertaining to operations of the NCIC/NLETS/CCHF	at HQ AFOSI	destroy when superseded, rescinded, or no longer needed

TABLE 124-5. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
24		backup information on NCIC terminal entries into the NCIC computer		destroy 3 months after related entry is removed from the computer
25		HQ AFOSI terminal entries into the NCIC computer	on deserters	destroy (remove) entry from computer upon return of member to military control
26			on weapons	destroy (remove) entry from computer after 15 years, or when weapons are recovered, whichever is sooner
27			on stolen automobiles, motorcycles, and license plates	destroy (remove) entry from computer after 4 years, or when items are recovered, whichever is sooner
28			on stolen property	destroy (remove) entry from computer after 1 year, or when property is recovered, whichever is sooner
29		FBI validation listings	at HQ AFOSI	destroy when superseded

NOTES
1. Copy of recurring surveys will be retained until resurvey is completed.
2. Retain for a minimum of 10 years

TABLE 124-6
SOURCE RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	AFOSI/Contacts (OSI/C)		at HQ AFOSI	destroy 15 years after contact is permanently terminated
2			at district source coded officers (SCOs)	send to gaining district if OSI/C is transferred or destroy after 1 year if all pertinent data has been previously forwarded to HQ AFOSI
3			at lower levels	send to district SCO after OSI/C is transferred or permanently terminated
4	associated personnel		at HQ AFOSI	destroy after 15 years
5			at AFOSI field extensions	destroy after 2 years
6	name traces	material pertaining to name checks of foreign nationals or other personnel in overseas areas of operational interest to US agencies/AF activities	at HQ AFOSI	destroy after 15 years
7			at AFOSI field extensions	destroy after 1 year or when no longer needed, whichever is sooner
8	source register (OSI/C)	identification data pertaining to AFOSI contacts	at HQ AFOSI	destroy 15 years after contact is permanently terminated
9	source register (CSI cards)	AFOSI Form 153		destroy 10 years after CSI is terminated
10			at AFOSI field extensions	destroy 2 years after CSI is terminated
11	source dossier (CS)	investigations and other data pertaining to coded sources (CS)	at HQ AFOSI	destroy 15 years after CS is terminated

TABLE 124-6. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
12			at AFOSI field extensions	destroy 1 year after termination
13	source register (CS)	identification data pertaining to CS	at HQ AFOSI	destroy 15 years after CS is terminated
14			at AFOSI field extensions	destroy 1 year after CS is terminated
15	area source program (ASP) dossiers	identification data pertaining to ASP personalities	at HQ AFOSI	destroy 10 years after termination
16			at AFOSI field extensions	destroy 1 year after termination
17	ASP source cards	AFOSI Form 159	at HQ AFOSI	destroy 10 years after termination
18			at AFOSI field extensions	destroy 3 months after termination
19	potential sources	identification and related data pertaining to potential sources	at AFOSI activities	destroy after they become active/transferred or terminated
20	open sources	identification and related data pertaining to open sources	at AFOSI activities	destroy after termination
21	SCO burn list	identification of individuals concerned	at HQ AFOSI	destroy 15 years after date of original record
22			at AFOSI field extensions	destroy 5 years after date of original record
23	monthly statistical data report	statistical data	at HQ AFOSI and AFOSI field extensions	destroy after 1 year

TABLE 124-7

AFOSI INVESTIGATIVE SUPPORT RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	evidence logs	ledgers reflecting acquisition and final disposition of evidence obtained during the course of an investigation	at HQ AFOSI and AFOSI field extensions	destroy 2 years after the close-out date of the log (all ledger entries indicate final disposition of all evidence)
2	index documentation	names of subjects, incidentals, victims, and file numbers extracted from investigative records and placed on index cards or computerized for location and research purposes (includes AFOSI information in the Defense Central Index of Investigations)	at HQ AFOSI and AFOSI field extensions	destroy when related case file is destroyed
3	(RESERVED)			
4	liaison and jurisdictional agreements	letters of agreement, status of forces agreements, and other similar or related records dealing with liaison matters of mutual interest with and render requisite assistance to investigative, law enforcement, intelligence, counterintelligence, and other US and foreign government agencies	at HQ AFOSI	retire as permanent (see note 3)
5			at AFOSI field extensions	destroy when no longer needed
6	complaint form file	specific and nonspecific investigative material	at detachments, resident agencies, and operating locations	destroy after 1 year

TABLE 124-7. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
7	statistical documents	collection of workload and man-hour statistics concerning investigations and related activities	at HQ AFOSI	destroy after 5 years
8		data listings of technical support case with related correspondence, data cards and tapes		destroy after 10 years
9			at AFOSI field extensions	destroy after 1 year
10	school and college ability tests (SCATS)	test booklets and scoring stencils used by AFOSI as a prescreening device in selecting applicants for AFOSI investigative duty		destroy when superseded or obsolete
11	authority to issue badges and credentials	rosters of special investigators courses/classes, letter of authorization for reservists, and related correspondence, used as identification for personnel who qualify for and who are eligible to be issued badges and credentials		destroy after 1 year or when no longer needed, whichever is sooner
12	badges, credentials, receipts and inspection records	credentials	at HQ AFOSI	destroy 6 months after cancellation or when superseded
13		badge and credential receipt (copy 1)	sent to AFOSI District 8 upon surrender of badge and credentials	destroy when superseded or no longer needed
14		badge and credential receipt (copy 2), ADP card, machine listings, and inspection/inventory reports	at HQ AFOSI	
15		badge and credential receipt (copy 3) and inspection reports	agents receipt copy reports at AFOSI field extensions	destroy when no longer needed
16		badge and credential receipt (copy 4)	at AFOSI District 8	
16.1		badge and credential receipt (copy 5)	at HQ AFOSI	destroy on surrender of badge and credentials to which they pertain
17	investigative control summaries and data cards	summary of information and data contained in reports of investigation, command actions, and review board decisions	at division and branch levels to establish controls and suspenses to follow cases	destroy after 5 years, or when superseded, obsolete or no longer needed
18	AFOSI investigative resumes for USAF commanders	factual and graphic resumes pertaining to AFOSI activities and to pertinent patterns and trends in personnel security, counterintelligence, criminal and fraud investigations, and actions taken against subjects of investigations	at HQ AFOSI/ACM	destroy after 5 years
19			at other offices	destroy when no longer needed
20	(RESERVED)			
21	(RESERVED)			
22	objectionable material	pictures, books, etc	at HQ AFOSI	destroy after 1 year, or when no longer needed, whichever is sooner
23	AFOSI applicant investigative processing	applicant processing records, copies of personnel security investigations and records relating to the suitability and retainability of the individual	at HQ AFOSI which were disapproved or terminated	destroy after disapproval or termination
24			at HQ AFOSI which were approved	destroy at the time an individual's assignment to AFOSI/DIS is terminated, or upon withdrawal of the 82XX or 821XX AFSC, or after termination of reprocurement process, whichever is longer
25			at AFOSI field extensions	destroy 3 months after completed action is forwarded to HQ AFOSI

TABLE 124–7. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
26	wire tapping and eavesdropping records	reports and records required by AFR 124–18 on the inventory and use of wire tapping and eavesdropping devices	at HQ AFOSI and accumulated by investigative personnel	destroy under same destruction criteria assigned to the substantive case supported (see notes 1 and 2)
27	identi-kit composite constructed in unknown subject cases	identi-kit composites	at AFOSI field extensions	destroy after 5 years
28	fraud/criminal briefing program	reports, correspondence and related records on fraud mission briefings	at HQ AFOSI	destroy after 3 years
29			at AFOSI field extensions	destroy after 1 year
30	specialized crime reports and studies	information reports, special studies and reports, drug abuse information, etc, that provide for AFOSI and AF commanders current information on types of crimes, methods used, reasons and trends	record copies at HQ AFOSI	destroy after 6 years
31			at AFOSI field extensions	destroy after 2 years
32			at units	destroy after 1 year
33	fraud evaluations	district fraud manager unit evaluation reports consisting of letters, messages and statistical data	at AFOSI field extensions	
*34	contraband drugs and paraphernalia as training aids	accountability of drug training aids (AFOSI Form 32) and drug training aid inventory record (AFOSI Form 33)		destroy 1 year after last entry

NOTES
1 Offer records for permanent cases to the National Archives with related case under DOD guidelines specified in NC1–330–76–1, 6 May 1976
2 Retain for a minimum of 10 years
3 Offer to the National Archives in 5–year blocks when latest record is 25 years old

125. Security Police. These tables cover records relating to general policies and procedures governing the enforcement of military discipline, motor vehicle traffic control, prisoner confinement and retraining, maintenance of standards of conduct, and management of the sentry dog program.

TABLE 125–1
SECURITY POLICE

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	complaints and incidents	incident/complaint reports, receipt of prisoner or detained person, with affidavits, sworn statements, reports to civil police, and confinement requests	at security police	destroy after 3 years (see note 6)
*1.1			copies at other activities	destroy when no longer needed
2		individual reference forms of individuals listed as suspects or subjects for any offense	at security police	destroy 3 years after close of year when last entry was made (see note 2)
2.1		individual incident reference forms of individuals listed as witnesses, complainants or victims		destroy 3 years after close of year when last entry was made, upon separation from the service, termination of employment or transfer, whichever is sooner
3		(RESERVED)		
4		security police activities reports and supporting documents	at security police	destroy after 2 years

TABLE 125-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
5		serious crimes/incidents reports and/or related summaries not maintained with other series	at MAJCOM OPRs	destroy after 3 years or when no longer needed, whichever is sooner
5.1			copies other than rule 5	destroy after 1 year or when no longer needed, whichever is later
5.2		AF Law Enforcement Terminal System (AFLETS) forms	at security police	destroy after 3 years or when all entries on form are deleted from the NCIC computer, whichever is later
5.3		AFLETS computer entries		destroy (cancel) when entry is no longer valid
6	desk blotters	a chronological record of delinquencies, incidents, messages, etc		destroy 1 year after date of last entry
7			information copies	destroy after 3 months or when no longer needed, whichever is sooner
8	incident investigation cases	records accumulated by security police pursuant to investigations of incidents and crimes	at security police	destroy after 3 years
9		other agencies investigative reports received from AFOSI		return to appropriate activity per table 205-3
10	absentee case files (see table 35-1)	data on absentees wanted by the Armed Forces, reports of return of absentees, records on escaped prisoners sentenced to discharge, forms and/or requests for service records and allied papers, reports of apprehension of absentees, leads for apprehension		see rules 1, 2, 8, and 9
11	(RESERVED)			
12	(RESERVED)			
12.1	property receipt records	AF Forms 52 for property found and not to be used as evidence		destroy 3 months after disposition of property
13		receipts and related correspondence for property of detained personnel, and property impounded, seized as evidence, or otherwise held by security police		destroy 3 years after disposition of property (see note 1)
13.1	driver records	information on motor vehicle accidents and violations used for point assessments, revocation or suspension, and other actions affecting driving privileges		destroy 1 year after disposition of entries IAW AFR 125-14 or when individual or sponsor retires, or terminates employment, whichever is sooner (see note 3)
14	traffic reports	reports of traffic accidents, incidents, and related tickets and violation notices		destroy after 2 years.
14.1		tickets or violation notices	at security police	
14.2		voided violation notices		destroy 3 months after posting and forfeiture of collateral, or dismissal
15		reports of traffic studies, including those which reflect the volume of vehicular traffic entering or departing an installation or access road		destroy on preparation of new or amended report
16	security police patrol reports	special reports relating to activities or conditions	at security police	destroy after 1 year
16.1		physical security check records		destroy after 3 months
17	permits and registration records	records of property and permits issued, excluding private vehicle records		destroy 1 year after departure of owner on TDY or PCS
18	firearm authorization for employees	USAF employee firearm authorization, and related records	record copies	destroy 2 years after expiration or revocation

TABLE 125-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
19			individuals' copies	destroy immediately on revocation or expiration date, whichever is sooner
19.1	(RESERVED)			
20	project identification participation notice	forms from owner which identify property under Air Force Crime Prevention Program	at security police	destroy 1 year after owner has been reassigned or separates
21	entry control records	registers of personnel, motor vehicles or other property moving into or from restricted or controlled areas		destroy after 3 months
22	barred personnel	records pertaining to persons prohibited from entering US military installations for cause, i e , those who are security-loyalty risks, who possess undesirable traits of character or whose conduct is prejudicial to good order and discipline	for active installations	destroy 3 years after removal from the barred list
23			for inactivated installations	destroy after 3 years
24	Armed Forces Disciplinary Control Board	reports of board proceedings, recommendations to the board, supporting records		destroy after 5 years
25		charter or directive creating board		destroy 5 years after board is dissolved
26		records related to off-limit actions		destroy 5 years after off-limits action is voided
27		board member files		see table 25-3
28	military working dog (MWD) training	training and utilization performance records such as narcotics/explosives detectors, and MWD team certifications for control of training and use as legal evidence of a dog's team reliability		destroy after death or retirement of dog
28.1	MWD health and service	immunization, clinical health certificates, X-rays, veterinary examinations, weight charts, certificates of death, necropsy reports, and other standard medical forms prescribed by 163-series directives and AFR 400-8		destroy when no longer needed (see note 4)
29	MWD program status reports	statistical reports on MWDs, handlers, and kennel support strength, program change notifications, and MWD requirements projections	at HQ AFOSP	destroy after 2 years
29.1			at MAJCOMs and units	destroy after 1 year
30	personnel identification credentials			see table 30-2
31	identification card control logs			
32	identification card applications			
33	provisional passes			
34	receipts for identification credentials			
35	restricted area badges			
36	inspection reports	findings and recommendations resulting from inspections of ammunition and weapon storage facilities, fund activities, etc to determine an activity's capabilities to protect government property, take corrective action and for use in self-inspections	at activities performing inspection	destroy 2 years after all follow-up action is completed

TABLE 125-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
36.1			at inspected activities	destroy after next inspection/test or upon correction of all deficiencies, whichever is later
37	firearm or war trophy confiscation		at security police	destroy 3 years after final disposition of property
38	resource protection plan (see table 207-1)	procedures for normal and emergency protection of nonpriority resources	master plans	destroy 1 year after superseded by new plan.
39			other than master plans	destroy when superseded
40	security container check record	records used on containers/vaults for storing funds	at central depositories	destroy after 3 months
41			outside of central depositories	destroy after superseding records are prepared
42	firearm/ammunition inventory records	forms/records used in conducting daily inventories		destroy after 3 months
43	field interviews	data gathered about the presence of persons or circumstances in law enforcement patrol areas		
44	alarm system test records	test records for intrusion detection alarm systems		destroy when a new form is prepared or when no longer needed, whichever is later
45	narcotic training aids	controlled substance order forms, accountability records, inventory and audit reports, records of destruction and verification of shipments (see note 5)		destroy after 2 years
46	pick up/restriction orders	identification and physical description of individual and reason for order being issued	record copies filed with the incident/complaint files	see rule 1
47			copies at security police within issuing and at other installations	destroy after 1 year, or when member is picked up, or the order is cancelled, as appropriate
48	security police competitions	plans, schedules, rules, correspondence and related records	at host MAJCOMs	destroy after 2 years or when superseded, whichever is sooner
49			at other MAJCOMs	destroy after 1 year

NOTES

1 File records used in board proceedings and claims with the records to which they pertain.

2 Retain in current files area and transfer to the gaining installation on transfer of individual or sponsor

3 Transfer to gaining installation on transfer of individual or sponsor Destroy records on local retirees when they no longer have base registration For overseas activities, destroy on reassignment of individual/sponsor to CONUS base for separation

4 Units will forward records on death or retirement of dog to the Military Repository, Military Dog Records, Military Dog Veterinary Service Wilford Hall USAF Hospital, Lackland AFB TX 78236

5 Maintain a separate file for each controlled substance shipment in active status until all controlled substances in the shipment have been disposed.

6 Incident/complaint reports that are used as source records for AFLETS are disposed with applicable AFLETS records, or after 3 years, whichever is later

TABLE 125-2

CORRECTION RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	prisoner personnel records	confinement orders, prisoner release orders, prisoner's personal history, mail and correspondence record, medical examiner's report, request and receipt for health and comfort supplies, report of or recommendation for disciplinary action, inspection record for prisoner in segregation, request for interview, prisoner evaluation record, individual prisoner utilization records		destroy 4 years after release of prisoner from confinement
2	(RESERVED)			
3	correction officer's records	prisoner's personal deposit fund records, and related records used as the basis on which a civil claim, criminal action or military disciplinary action has been initiated in connection with an entry or omission of an entry		destroy after disposition of claim, criminal action, or military disciplinary action, provided the retention period specified in rule 4 has elapsed
4		other than those in rule 3		destroy after 4 years
5		disciplinary books		destroy 4 years after date of last entry
6		correction facility blotters and visitor's registers		destroy 1 year after date of last entry
7	prisoner reports and rosters	roster, reports of escaped and returned from escape prisoners	at correctional facilities	destroy after 1 year
8		daily strength records	originals	destroy 8 years after date of last entry
9			other than originals	destroy when no longer needed
9.1		Security Police Correctional Activities Report	at HQ AFOSP	destroy after 3 years, or when no longer needed, whichever is sooner
9.2			at MAJCOMs and correctional facilities	destroy after 1 year
10	prisoner classification summaries	classification material on each individual prisoner	paper or microfilm copies in research collection No 1 accumulated by the 3320th Retraining Group, Lowry AFB	destroy after 20 years (see notes 1 and 2)
11			paper copies or microfilm service prints in reference collection No 2	destroy after 1 year
12	retrainees achievement test records	answer sheets of achievement test administered to retrainees		
13	correctional custody case files	medical examiner's report, disciplinary punishment letter, weekly evaluation sheet of airman's attitude and performance, airman's personal history, and related documents accumulated as a result of nonjudicial action under Article 15, UCMJ		destroy 3 months after end of month in which correctional custody terminated

NOTES

1 If microfilmed, destroy paper records after microfilm has been inspected and found acceptable

2 Retire original camera master silver negative to the WNRC, 6 months after microfilm has been accepted, for destruction after 20 years

TABLE 125–3
PRIVATE VEHICLE REGISTRATION AND SALE

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	private vehicle registrations, financial responsibility and ownership	certificates of compliance-private vehicle registration forms		destroy after departure of registrant on PCS or termination of individual vehicle registration or re-registration of vehicles
2		registration identification label (see note)		registrant will destroy on termination or expiration of registration or when replaced by current label
3		record copies of military registration and certificate of title of motor vehicle forms		destroy 1 year after termination of registration, sale, transfer of ownership, shipment of vehicle to USA or other country, unless retention is required by joint service and/or host country agreement or arrangement—in which case, destruction will follow any records extension Send to gaining installation on intra-theater transfers (see rule 4)
4		temporary registration records		destroy after 1 month
5	private motor vehicle sales transaction	applications from military and civilian personnel for purchase or sale of privately owned motor vehicles	at oversea locations	destroy 1 year after individual completes oversea tour

NOTE See table 30–2 for disposition of accountability forms such as AF Form 213, logs, registers, etc, used to issue sub-blocks of installation private vehicle registration identification decals to official vehicle registration agents

126. Natural Resources. This table covers records relating to general policies and procedures governing the establishment and management of fish and wildlife programs at installations. These programs include multiple use of land and water for forestry, outdoor recreation, hunting and fishing and grazing; conservation of land and water; establishment of installation conservation and beautification committee; etc.

TABLE 126–1
NATURAL RESOURCES (CONSERVATION)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	fish and wildlife conservation	plans, agreements, reports, photographs, and correspondence pertaining to the conservation and development of fish and wildlife resources on AF installations		destroy when superseded or on inactivation of the installation
2		minutes of conservation committee		destroy after 1 year
3	reports of soil and water	land management conservation program, supporting papers, and correspondence relating thereto	feeder reports at HQ USAF	destroy on consolidation, or when no longer needed
4			consolidated reports	destroy after 2 years
5			at MAJCOMs and below	destroy when superseded, or after 1 year, whichever is later
6	forest management conservation	program plans, policies, budgeting authorizations, reports, procurement of supplies, services, labor, construction, and maintenance		retire with other permanent records of the installation as provided for in table 87–2

127. Safety. These tables cover records pertaining to administration of the AF safety program as it applies to the whole area of accident prevention.

TABLE 127-1
SAFETY PROGRAM ADMINISTRATION

RULE	A	B	C	D
	If the records are or pertain to	**consisting of**	**which are**	**then**
1	safety program coordination	letters requesting/certifying that E-I teams have received safety indoctrination briefings at bases to which they are deployed	at unit of assignment	destroy 1 year after job is completed
2	safety studies	individual studies which disclose areas in human factors or in design, training, operations, or maintenance of AF equipment that may have an accident potential, and supporting records	at HQ USAF/IGD	destroy when superseded, obsolete or no longer needed (EXCEPTION see para 3-2d(1) Vol 1, AFR 12-50, for disposal of collections of such records considered worthy of preservation)
3			at MAJCOMs and below	destroy when no longer needed
4	safety visit reports	final reports and supporting correspondence relating to findings and recommendations during safety visits	at HQ USAF/IGDS	destroy after 3 years
4.1			at wing/base safety offices	destroy after 1 year
5	construction, explosives facilities and/or operations	site plans, drawings, specifications, explosives facility licenses, explosives waivers, deviations and other related correspondence and reports		destroy when superseded, obsolete or cancelled.
6	operational review reports	reports, related background material, and correspondence, accumulated as a result of DOD-required periodic reviews to re-examine the adequacy and suitability of safety features in weapon design procedures throughout the stockpile-to-target sequence and safety rules	at HQ USAF	destroy 2 years after the weapon system is declared obsolete, nonoperational or dropped from the AF inventory
7			at MAJCOMs	destroy when obsolete or no longer needed
8	hazard reports	reports, with related attachments and correspondence, concerning but not limited to missile, ground, and flying hazards		destroy after 5 years
9	safety programming	inspection safety survey program, field effort itineraries, team personnel rosters and change sheets, records on personnel augmentation, and information pertinent to specific safety field efforts		destroy after programming the next year's safety coverage
10	safety council meetings	minutes of meetings related to flight, ground/explosive, missile and nuclear safety operations and their improvement		destroy after 1 year
11	safety education material	originals of any materials included in final publications, such as safety magazines, kits, etc ,		destroy when no longer needed
12	ground safety management	reports concerning accident prevention activities with identifying problems, surveillance of accomplishments and evaluating prevention activities		destroy after 2 years
13	private motor vehicle (PMV) flight record	records of traffic safety training, inspection of member's personal vehicle, investigation of traffic accident, and related correspondence	with PMV flight supervisor	destroy when individual is promoted to E-5 and attains the age of 26, upon reaching the age of 26, regardless of grade, when reassigned to another command or loses driving privilege for remainder of tour in the command in which the privileges were withdrawn

TABLE 127-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
14	PMV control unit records	notification of assignment to PMV control unit, accident reports, training records and related correspondence	with PMV control unit supervisor	destroy on reassignment to another MAJCOM, discharge or termination of employment with the AF
15	danger tags			destroy when no longer needed
16	hazard abatement plans	USAF Hazard Abatement Log		destroy 5 years after closing action taken
17	variances to AF occupational safety and health (AFOSH) requirements	requests for variances, related records, records of variances, and alternate safety/health measures		destroy 1 year after variance terminated

TABLE 127-2

MISHAP REPORTING RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	aircraft, missile, explosives, and nuclear mishap reports (also see table 122-3, rules 3, 4, and 5)	USAF mishap report series, with pertinent attachments, records and related papers used in reporting and investigating mishaps under AFR 127-4	at HQ AFISC	destroy after microfilm copies have been determined to be adequate substitutes (see note 1)
2			microfilm at HQ AFISC	destroy after 30 years, or when no longer needed, whichever is later
3			at MAJCOMs and below	destroy after 2 years, or on inactivation of the activity, whichever is sooner (see note 2) (EXCEPTION same as rule 5D)
4	ground accident reports	USAF accident report series, with pertinent attachments, records and related papers	record copies	destroy after 5 years
5			at MAJCOMs and below	destroy after 2 years, or on inactivation of the activity, whichever is sooner (EXCEPTION MAJCOMs may retain for 5 years those portions of reports and attachments that are essential to safety analysis)
6	flight, ground, and munitions mishap paraphrased information messages	essential information from selected mishap reports	at units	destroy after 1 year
7	automated mishap data	punched cards and magnetic tapes which are coded information relative to mishap causes, phase of operation, type of accident, crew injuries, damage, time and place of occurrence, weather conditions etc.		destroy when no longer needed
8	mishap cards, logs, and inventories	records used as an aid in researching for occurrences involving specific vehicles and/or individuals		

TABLE 127–2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
9	accident/incident reference sheets	records used to research specific occurrences involving aircraft and missile accidents/incidents	at HQ AFISC	destroy after 2 years
10			microfilm copies	destroy after 30 years
11	pilot repeater files	EAM cards which serve as a record file of rated individuals involved in one or more accidents/incidents	at HQ AFISC	destroy when no longer needed
12	occupational injuries and illnesses	OSHA Form 100F, Log of Occupational Injuries and Illnesses, OSHA Form 102F, Summary Report of USAF Occupational Injuries and Illnesses, and OSHA Form 102FF, Annual Summary Report of Federal Occupational Accidents	at organizational levels	destroy after 5 years

NOTES

1 Reports of those accidents/incidents which result in wide public interest, congressional inquiry or investigation, or possible change in relations with a foreign nation, will be retired as permanent

2 Records pertaining to Senior Crown and Senior Year aircraft will be destroyed 2 years after weapon systems are declared obsolete, or dropped from AF inventory

TABLE 127–3

MISHAP SUMMARIES

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	mishap summaries	equipment and personnel analyses on mishaps which have occurred during a specific period, including survival and ejection summaries		destroy when superseded, obsolete or no longer needed
2	ground accident summaries	ground accident summaries, forms, and correspondence, which constitutes a preliminary monthly summary of ground accidents		destroy after 2 years
3	(RESERVED)			
4	USAF accident bulletins	statistical tables that summarize under one cover the USAF accident experience for a calendar year		destroy when no longer needed

TABLE 127–4

ALLEGED FLYING VIOLATIONS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	final reports of investigations	reports of outstanding significance, such as alleged flying violations of international borders		retire as permanent (see note)
2		reports of not outstanding significance		destroy 2 years after case is reviewed, analyzed and/or closed
3		reports of flying evaluations board proceedings		dispose of with the records of which they are made a part
4		reports of court–martial proceedings		
5		reports of claims against the government		
6		reports made part of aircraft accident reports		
7		information copies of reports		destroy 1 year after investigation is completed

NOTE Offer to the National Archives in 5 year blocks when latest record is 25 years old

136. Armament. These tables cover records relating to general policies and procedures governing the development, testing, evaluation, and maintenance of armament equipment, the receipt, storage and handling of armament, and the modifications, reconditioning, demilitarization, manufacture, surveillance and destruction of ammunition and explosive materiel Armament includes bombs and warheads (including nuclear types), guns, rockets, fuzes, air-to-air and air-to-ground guided missiles and associated components; small arms, explosive materials, flares and propellants; toxic, screening, and incendiary munitions, ejection and release equipment; spray mechanism; fire control and bombing systems; equipment components, accessories, supplies and fixtures.

TABLE 136-1
ARMAMENT TRAINING

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	individual weapons/ aircraft evaluation and certification	personnel/crew evaluation reports	used to update load training and certification documents	destroy after 1 year or when replaced by equivalent evaluation
1.1			used to record certification and decertification	destroy when superseded, or when an individual has been relieved from duties requiring certification Send with consolidated training record when individual is reassigned (see table 35-1, rule 1)
1.2		load training and certification records for certification of munitions loading crews.		destroy when superseded, or when an individual has been relieved from weapons loading Send with consolidated record when an individual is reassigned (see table 35-1, rule 1)
2	individual bombardment and gunnery training	records of bombing and gunnery practice and bombing missions		destroy after completion of training, provided data required for individual training records have been extracted and entered on appropriate record
3	general bombardment and gunnery training	training in air-to-air and air-to-ground gunnery and bombing, such as instructor log reports, bombing range log, bomb trainer target sheets, and bombing proficiency work sheets		destroy after 6 months
4	(RESERVED)			
5	ground weapons training and maintenance	AF Form 710, Ground Weapons Training Record	at range offices	destroy after 3 years
5.1		correspondence, requests, notices, or similar data used to reflect the time, area and type of firing in scheduling personnel for small arms training		destroy after 1 year
5.2		local procedures establishing safety measures, storage, issue and maintenance of equipment which result in the issuance of a publication		dispose of as background material to the related publication (see table 5-1)
5.3		AF Form 522, Ground Weapons Training Data	at individual's unit	see table 50-2, rule 6
*5.4		Combat Arms Management Information System (CAMIS) Report (in paper form only)		destroy after 5 years (see note)
*6	distinguished pistol/ rifleman badges	individual record of awards (pistol) and (rifle) 5 x 8 cards recording credit points earned	at HQ ATC	destroy after 30 years
7	explosive ordnance disposal proficiency	records accumulated in the program of continuous training which is essential to maintenance of proficiency up to standards established in Job Proficiency Guide 46470 for entered on duty personnel	individual proficiency training record forms	destroy 18 months after they are completed

TABLE 136-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
8			certification control registers	destroy after they have been completed and replaced by new verified registers
9	ammunition records	expenditures of ammunition training allowances for individuals, units, and activities		destroy after 2 years
10	munitions allowances	requests, changes, estimates, and related records		destroy when superseded

NOTE If CAMIS becomes in whole or in part a machine-readable records system, such ADP records are not authorized for disposal

TABLE 136-2
ARMAMENT

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	ammunition and explosive materiel	ammunition disposition reports or similar forms used to report and request authority to dispose of obsolete or unserviceable ammunition, components and explosives	originals maintained as property vouchers to the stock record account	see table 67-4
2			below major subordinate commands	destroy after 2 years
2.1			at major subordinate commands and above	destroy after 1 year or when no longer needed, whichever is later
3		inspection and storage reports, periodic reports of availability, requirements, inventories, and consumption, and related correspondence		destroy after 1 year or when superseded by a new report, whichever is later
4	waivers or exemptions to explosive safety and quantity-distance criteria	authorizations for waivers or exemptions to empirical distances in relation to quantity of explosives accumulated incident to inspections concerning safety, surveillance, renovation, preservation, repair, modification, demilitarization, manufacture, and destruction of ammunition and explosive materiel	at HQ USAF	destroy 2 months after date of expiration.
5			at other than HQ USAF	destroy immediately after date of expiration
6	ammunition and explosive materiel surveillance	cards maintained as a cumulative record covering the entire period of storage at an installation		destroy 2 years after ammunition is shipped or otherwise disposed of, or when superseded, whichever is sooner
7	explosive ordnance disposal (EOD)	form reports and related records	at originating units and intermediate reviewing activities/staff offices	destroy after 1 year
8			at MAJCOMs and technical schools	destroy when no longer needed
*9			at Det 63, Ogden ALC, NAVEODTECHCEN	destroy after 5 years
10			for EOD proficiency training	see table 136-1
11	key control and issue log			destroy 1 month after all entry spaces are used and replaced by a new log, if no longer required

TABLE 136-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
12	aircraft armament and munitions configuration	munitions configuration and expenditure documents		destroy when data has been extracted and entered on appropriate records or when no longer needed
13	covenant not to sue—hold harmless agreements	completed records initiated in the interest of USAF which may involve civilian claims at a later date used in conjunction with providing EOD assistance to civil agencies		destroy 2 years after date of incident per federal tort claims act
14	nuclear ordnance shipping schedule (NOSS)	message report consisting of nuclear ordnance shipment requirements to support contingencies, war plans, SIOP/alert posture and/or emergencies	at MAJCOMs	destroy after 1 year or when no longer needed, whichever is later (see note)
15			below MAJCOMs	destroy 3 months after all movements are completed or when no longer needed, whichever is later (see note)

NOTE These records are not retired to federal records centers

140. Services. This table covers records pertaining to policies and procedural guidance concerning the use, requirements, computation, preparation of budget estimates and financial plans; issue, accounting for, redistribution, and maintenance of all furniture and appliances furnished to housekeeping and nonhousekeeping quarters; and applies to housing and supply officer functions at all activities down to base level.

TABLE 140-1
HOUSING MANAGEMENT RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	furniture or appliances	jacket files, including request for issue or turn-in, temporary issue receipt, certificate of inventory, and related correspondence used to control the issue, exchange, and/or turn in of furnishings or appliances provided for tenants of economy or government quarters		destroy when new control records are prepared for subsequent occupants, or when furniture or appliances are disposed (see note)
2	quarters control	locator card forms used to control tenancy assignments and quarters vacancies		destroy when obsolete or no longer needed

NOTE When a claim for damage, undue wear, or loss of property is pending, retain records until the claim has been satisfactorily cleared.

TABLE 140-2
PRIME RIBS (PR-PRIME READINESS IN BASE SERVICES) RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	posturing (planning)	manning requirements (MAJCOM and base) with related correspondence	HQ USAF and below	destroy after 2 years
2	manpower	recommended, approved, or disapproved conversions, and upgrade/downgrade actions		destroy after 2 years or when no longer needed, whichever is later (see note)
3	deployment	volunteer requests, requests for assistance, deployment instructions and reports for both MAJCOM and USAF directed deployments		destroy after 1 year
4	contingency/operations plans	plans with related background material		destroy when superseded

TABLE 140–2. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
5	readiness committee meetings	minutes of meetings		destroy after 2 years or when no longer needed, whichever is later (see note)
6	reports	training reports, plans, objectives, results and recommendations		
7		Management Evaluation Inspection/Operation Readiness Inspection (MEI/ORI) inspection reports and results		
8		staff assistance visit reports and recommendations		
9		mobility status reports (PR team) condition reports		

NOTE Not authorized for retirement to federal records centers.

***143. Mortuary Affairs.** These tables cover records pertaining to logistic functions incident to the current death program, the graves registration program, and the disposition of personnel effects of missing and deceased personnel.

TABLE 143–1
CEMETERY AND BURIAL RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	cemetery operations	operating records related to burial space, cost of operations, maintenance and operations of base cemeteries		destroy after 5 years
2	reserving grave sites	records reserving sites in AF base cemeteries maintained by name of individual		destroy on cancellation of grave site or reservation
2.1		cancellations		hold until installation is inactivated then send to gaining organization for destruction when no longer needed
3	interment reports	periodic reports of interments, available grave sites, grave site reservations, and similar reports	at MAJCOMs	destroy after 5 years
3.1			at bases	retire as permanent on inactivation of installation or when cemetery is placed in an inactive status (see note)
4	vital statistic reports	reports to state or local vital statistics offices		destroy after 5 years

NOTE Contact SAF/AADAQD for disposition instructions if cemetery is transferred to another federal agency or to a local government

TABLE 143-2

DISPOSITION OF REMAINS OF DECEASED PERSONNEL

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	AF or unknown personnel	record copies of check lists of current deaths occurring outside or inside CONUS, disposition of remains—reimbursable basis (for oversea use), preparation and inspection of report, certificate of death (overseas), request for payment of funeral and/or interment expense, identification findings and conclusions, personal property inventory, instructions for disposition of remains, order appointing summary court officer or escort, purchase and delivery orders, paid vouchers, or Army or Navy forms similar to and used in lieu of above		OPR holds 2 years, then retires as permanent to WNRC (EXCEPTION see rule 11 for military honors checklist for retirees and veterans)
2	foreign nationals who died while in training in the US			
3	AF civilian employees and/or their dependents and contract technical representatives and/or their dependents			
4	deceased dependents of military personnel			
5	deceased civilians of foreign nationality employed at AF installations			
6	deceased personnel covered by rules 1 thru 5	retained copies of records forwarded to respective agencies per AFR 143-1		destroy after 2 years
7	Army, Navy, Marine Corps or Coast Guard personnel			
8	State Department personnel			
9	US citizens furnished mortuary service in oversea areas at State Department request			
10	deceased personnel records	retained copies of instructions for disposition of remains	at HQ USAF	hold 2 years and then retire as permanent to WNRC
11	military honors checklist	completed military honors checklist forms for retirees or veterans	at bases that provide military funeral honors	destroy after 4 years

144. Fuels, Propellants and Chemicals. This table covers records pertaining to programming, procuring, receiving, storing and distributing all liquid and gaseous fuels, propellants and chemicals. It includes use of storage and handling facilities and pertinent equipment, the refueling service program, bulk petroleum redistribution and base storage programs, quality surveillance, and testing and inspection services.

TABLE 144-1

FUELS, PROPELLANTS, AND CHEMICAL RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	aviation fuels and ground petroleum and cryogenic products	fuels unique ADPE printouts including receipt, storage, issue, inventory, and item accounting records and access control logs	at base fuel activities	destroy after 1 year (see note)
2		orders placed for products from contract sources and corresponding receipts		destroy 6 years, 3 months after expiration of contract.
3		operating loss analysis		destroy after 3 years
4		daily fuel requests and servicing logs		destroy after 6 months, or when no longer needed as auditable source documents supporting manpower and vehicle authorizations, whichever is later
4.1		weekly quality control spot checks		
4.2		aircraft aviation fuel identaplates, ground fuel identaplates		destroy when superseded.
5		quarterly quality control inspection reports		destroy after 1 year
6			at activities above base level	destroy when no longer needed
7		energy conservation reports, analyses, and policy data computations		destroy after 2 years
7.1		reports and records concerning fuels storage/handling capability, planned facility/equipment changes, fuel facility damage assessment/repair, and fuel support plans	at all levels	destroy after 1 year, or when no longer needed, whichever is later.
8	aviation fuel and oil sales	certificates of tax exemption furnished by contract, charter and civil aircraft operators	at base fuels activities and SA-ALC	destroy after 3 years.
9	test records	laboratory test results	at area testing laboratories	destroy after 6 months or when no longer needed as auditable service documents supporting manpower and vehicle authorizations, whichever is later
10			at base fuels activities	destroy after 6 months
11	propellant and pressurant forecasts	helium requirements data and forecast of propellant report	at base reporting requirements to SA-ALC	destroy after 3 years.
12	liquid fuels supervisor records	physical profile serial report, certificate of competency, request for certification/recertification and approval	at requesting and approving activities	destroy upon recertification or ineligibility of individual.
13	inspection records	records covering the inspection of permanently installed base bulk fuel storage systems		destroy after 1 year
14	construction project proposals	theater airfield capability and construction data		destroy 1 year after final action on the proposal

NOTE For disposition or SBSS record registers, see tables 67-4 and 67-8

145. Commissaries. This table covers records pertaining to operation of commissaries, including single manager subsistence supply, obtaining and storing food, sale of food, and maintenance of appropriate records It does not include retail store or grocery section activities provided as part of the Exchange Service.

*TABLE 145–1

COMMISSARY RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	surveys of military commissary stores (RCS. DD-M(AR)1187)	records used as basis to continue operating store	at HQ USAF, MAJCOMS, regions, complexes or bases	destroy after 6 years or when no longer needed, whichever is sooner
2	commissary trust revolving fund	records of budget requests, allocations and expenditures of funds	at commissary regions, complexes and stores	destroy 3 years after end of fiscal year to which they pertain
3		historical accounting records reflecting trend analysis of surcharge fund expenditures	at HQ AFCOMS/ACBM	destroy when no longer needed for operational purposes
4	vendor files	folders with merchandise orders, pricing copies, order call registers, price lists, BDO/BPA consumption record, and related data	at regions, complexes, and commissary stores	see table 70–2, rule 2 (see note)
5	AFCOMS Form 14, Mandatory Offer Review & Approval, control log and messages retained under the mandatory sales program	maintained with vendor files	at HQ AFCOMS/DOM	destroy after 2 years
6	Vendor Coupon Transmittal, AF Form 2368	forms used to transmit coupons		destroy after 1 fiscal year
7	coupon accounting records	manual or mechanized products	at HQ AFCOMS/ACFC	see table 177–1, rule 1 and table 177–4

NOTE. Commissary Blanket Order Call Registers (AF Form 521) must be retained for life of contract

*TABLE 145–2

COMMISSARY STORE RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	cash control records (except for dishonored check files, which are covered elsewhere in this table)	audit tapes, records, and working papers generated as a result of performing cash sales transactions, and collecting funds from patrons or vendors	at customer service manager's office	destroy 3 fiscal years after close of fiscal year in which final payment is effected, provided there are no discrepancies
2			information copies retained elsewhere	destroy after 1 year or when no longer needed, whichever is sooner
3	price lists	quarterly depot price lists and supplements thereto, single manager subsistence price lists and supplements, local purchase price lists		destroy 1 year after February inventory
4	commissary voucher and control records	Single Store Commissary Voucher and Control Record (AF Form 2366) and supporting records	at the control office	destroy after 2 years (note 1)
5	charge sales	abstract of receipts forms, slips with attached informal lists and other records relating to charge sales		

TABLE 145-2. CONTINUED.

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
6	informal inventories	gain and loss statements and inventory transaction statements used for summarizing and analyzing commissary operation		destroy after 1 year
7	requisitioning, receiving and transfer records	stock status reports, purchase requests, BDOs/BPAs, requisitions, call number registers, advices of action, transfer of stock, tallies, and related data		destroy 1 year after completion of February inventory (see notes 1 and 2)
8		the following computer-produced listings itemized receiving report (PCN. SD001-RECV 1, 2) with adjustments, daily receipts register (PCN SD001-RECR 1,.2), summary receiving report (PCN SD001-RSUM 1 2, 3)		
9	vendor credit memos	AF Form 890	at commissary store administrative office and at regions	destroy 60 days after collection action is complete.
10	vendor credit register	AF Form 891		destroy 90 days after collection action is complete
11	accountable inventories	Report of Gains and Losses (AF Form 51), Inventory Control Log (AF Form 359), inventory certificates, contractors' letters on dollar value, and related material		destroy 2 years after February inventory (see note 1)
12	price adjustment records	documents supporting price adjustment vouchers		destroy after 2 fiscal years.
13	commissary sales reports	operating statements and related data		
14	dishonored check files	Pay Adjustment Authorization (DD Form 1131), Cash Collection Voucher (DD Form 1139), and related records	at commissary stores (sensitive material subject to the Privacy Act must be kept in a controlled area)	destroy after 5 fiscal years (see note 3)
15	spot-check logs	used to verify shelf prices on a periodic basis	at commissary store administrative offices	destroy after 6 months
16	shipping discrepancies	records concerning contractual discrepancies; improper, defective, or misdirected shipments, and related data		destroy 1 year after resolution
17	damaged merchandise	Inventory Adjustment Monetary Account (DD Form 708), Tally In-Out (AF Form 129), and related documents	at commissary stores	destroy 2 months after end of accountability period to which they pertain
18			at control office	destroy after 2 years
19	subsistence consumption	Subsistence Consumption Record (AF Form 1331) and related documents		destroy after 1 year
20	commissary equipment	records of acquisition, maintenance and disposition of equipment	at bases or comparable level	destroy 1 year after final disposition of equipment
21	control of cigarette sales	Cigarette Purchase Certificate (AF Form 183)	at commissary stores	destroy when no sales have been recorded for 6 consecutive months
22	menu planning board	board minutes, menu recapitulation forms veterinarian inspections of subsistence, and similar records	at region, complex, or store level	destroy after 1 year
23	War Reserve Materiel (WRM) and contingency ration requests	ration requests, consolidated ration requests, memoranda of field ration issues, and comparable related data	at troop support stores	destroy 1 year after requirement is updated
24	bakery, tobacco, deli, produce and meat department records	operational and supporting records		destroy after 1 year (see note 1)
25	quality assurance evaluations	evaluation forms and related data		destroy with related contract

TABLE 145-2. CONTINUED.

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
26	file maintenance update book	computer listing for each item manager		at end of each month, where applicable, combine lists into binders and destroy 1 year after current fiscal year
27	vendor file changes (PCN SD001-FM25 1)	computer-produced listings		destroy when no longer needed
28	create new month vendor file (PCN. SD001-MSTR.1)		used to determine that the Vendor Create File was accomplished	
29	Vendor File Buildup of Spare Receipts (PCN· SD001-FM30 1)		used to insert spare receipts for vendors	
30	Transaction File Recovery (PCN SD001-FIX1 1)			
31	Authorized Item Order Form (AIOF) (PCN SD001-BUY1 1)			send original to AFO for payment For daily and frequent delivery items, maintain current copy with vendor file
32	Vendor Cross-Reference List (PCN SD001-XREF 1, 2, 3, 4)			destroy after 6 months or when no longer needed, whichever is sooner
33	Warehouse Pull Control Worksheet (PCN SD001-PULL 1)			destroy after 1 year

NOTES.

1. These records will be maintained on an accountable year basis The accountable year begins 1 March and ends on the last day of February
2. Commissary Blanket Order Call Register (AF Form 521) must be retained for life of contract
3. Where host base has a "returned check" policy, comply with host base Retirement to Federal Records Centers is not authorized

*TABLE 145-3

MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP)/MILITARY STANDARD BILLING SYSTEM (MILSBILLS)

RULE	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
1	requisitions and requirements listings	unmatched requisition lists (SD001-0LRQ.1)	at control office	destroy after corrections have been made
2		off-line requisitions lists (SD001-0LRQ 1)		destroy after requisition cycle or after 6 months
3		requirements list (SD001-RQLS.1), commissary suggested order list (DS001-REQR 1)		destroy after 3 months
4		open item listing (SD001-P0IL 1)		provide copy to AFO and complex Destroy complex and control-office copies after 3 months
5		requisition list (DS001-REQS 1)		destroy after 6 months
6	status reporting documents	shipping status report list (SD001-PSSR.1) and follow-up status report listing (SD001-FLUP 1)		destroy after 3 months
7		unmatched status report (SD001-UPDI 2) and status card error list (SD001-STED 1)		destroy after action has been completed

TABLE 145–3. CONTINUED

RULE	A If the documents are or pertain to	B consisting of	C which are	D then
8		requisition exception status report (SD001-UPDI 1) MILSTRIP vendor file list (SP001-MVFL)		destroy 1 year after February inventory
9	receiving documents	receiving report (SD001-RCVG.1), receipts discrepancy list (SD001-RCVG 2), reverse posted receipts, summary of receipts from DPSC sources (SD001-SREC 1)		
10		unmatched receipts (SD001-RCV2 1)		destroy after corrections are made.
11	inventory listings	inventory and inventory adjustment (IAV) (SD001-ILST 1)		destroy 2 years after February inventory
12		reorder inventory list (DP001-RLST1)		destroy after 3 months
13	monthly general ledger summary	SD001-GLME.1		destroy 1 year after February inventory
14	transfer in-or-out list	SD001-TNFR 1		
15	MILSTRIP item file maintenance	listing used to update MILSTRIP item files		destroy after review
16	commissary ZERO balance	SD001-ZERO 1		destroy after 3 months
17	interfund billing	SD001-BILL.1		destroy after 3 months (provide copy to AFO)

146. Food Service. This table covers records pertaining to management and operation of appropriated fund food service activities, including central preparation facilities and flight kitchens. This table does not apply to medical food service facilities.

TABLE 146–1
FOOD SERVICE RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	Subsistence Credit Allowance Management System (SCAMS) or A La Carte System (ALACS) or Monetary Credit Allowance Management System (MCAMS)	request for issue or turn-in, dining hall signature record, register of cash collection sheets, cash collection record, cash collection voucher, voucher for transfer between appropriations and/or funds (disbursements), daily dining facility summary, comparable forms or cash register reports, and related records	used to ensure funds are properly controlled	destroy 1 year after end of accounting period
2		receipt for transfer cash and voucher		destroy after transaction
3		ration strength report	used to estimate number of meals to be served	destroy after 3 months
4	MCAMS	dining hall financial statement, monetary credit allowance ration return	a result of the MCAMS, under which dining facilities receive money to buy food in lieu of requisitioning food from supporting commissary	destroy 1 year after end of accounting period.

TABLE 146-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
4	MCAMS	dining hall financial statement, monetary credit allowance ration return	a result of the MCAMS, under which dining facilities receive money to buy food in lieu of requisitioning food from supporting commissary	
5	dining hall food control	food service production log	used to ensure that food supplies are properly issued, used, and accounted for in appropriated fund dining halls, and to assist food service personnel in controlling food issued in dining halls, or related to the financial status of the dining hall account	destroy after next menu cycle use
6		inventory of class ( ) quartermaster supplies, senior cook's requisition, field ration dining hall stock record, subsistence request, tally in-out, inventory adjustment voucher, daily dining facility summary, monthly monetary record, basic daily food allowance computation		destroy 1 year after end of accounting period
7	administration of central preparation facilities	subsistence request, daily control sheet, request for issue or turn-in, comparable forms and related records	accumulated in managing central preparation activities	
8	food service report	food service operations report, menu utilization report, consumer level subsistence appraisal program, unsatisfactory subsistence report, and related records		
*9	food handlers			see table 161-6
10	flight feeding	register of cash collection sheets, request for flight meals, flight meal delivery and return receipt, flight meal orders and issues, ground support meal request, stock and cost record of flight subsistence and meals, summary of flight feeding, subsistence request	used to record the number of meals requested and issued and cash collected for meals paid for by aircrews and passengers	destroy 1 year after end of accounting period
11	Recipe and Menu Pricing System (RAMPS)	RAMPS portion price index, RAMPS error audit list, RAMPS basic daily food allowance component list computation, ALACS item pricing, ALACS price reduction record	used to establish menu item prices in ALACS operations	destroy after 1 year
11.1		monthly update card deck/tape	used to update data base	destroy after 60 days
12	installation menu board	minutes of meetings, monthly recapitulation, adjustment papers	used to revise, delete, and add to Air Force worldwide menu	destroy 1 year after completion of menu cycle
13	meal cards	accountable cards	issued to airmen entitled to subsistence in kind (SIK)	destroy on surrender to issuing authority (see note)

TABLE 146-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
14	meal card control registers	numbered registers, including related inspection forms, receipts of accountable forms, and correspondence	used to account for issued, reissued, withdrawn, lost, or destroyed meal cards, and for entries on ration strength report	destroy 1 year after unit-wide reissue of meal cards or on inactivation of unit, whichever is sooner (see note).
15				at units where annual meal card recall is waived, register will run continuously, pages retired when outdated and destroyed after 1 year (see note)
16	supporting payments to contractors based on monthly meal counts	signature records, cash collection records, cash register reports, daily dining facility summary, flight meal requests, comparable forms or cash register reports, and related records	at full food service contract operations, including base maintenance contracts, and food service attendant contract operations	records created prior to FY 76 destroy 10 years, 3 months, after period covered by contract
17				records created after FY 75. destroy 6 years, 3 months, after period covered by contract
18	USAF subsistence standardization files	subsistence specifications, unsatisfactory material reports (subsistence), packaging improvement reports, consumer level quality audit program protocols and computer output, and other related correspondence	used by dietitians, quality assurance specialists, and statistical support staff at Air Staff level to develop or refine subsistence standardization records	destroy 1 year after intended purpose is served

NOTE. Subject to audit provisions of table 175-2

148. Laundry and Dry Cleaning. This table covers records created in the operation of laundry and dry cleaning services, including contractual services, construction and operation of fixed plants, and provision of field laundry service.

TABLE 148-1

LAUNDRY AND DRY CLEANING RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	collection point records	unit and organizational laundry and dry cleaning records related to receipt, processing, return, and accounting for laundry and dry cleaning		destroy as soon as laundry or dry cleaning is satisfactorily accounted for
2	operations records	sales tickets and cash collection vouchers		destroy after 1 year
3		delivery receipts		destroy as soon as property is returned
4	linen inventory	quarterly inventories used for linen control and distribution		destroy after 1 year

160. Medical Service. These tables cover records pertaining to establishing standards; performing, interpreting, and reviewing physical examinations, medical professional services related to patient care in specialized fields, and operation of a medical laboratory service.

TABLE 160-1

MINUTES OF MEDICAL MEETINGS, PROFESSIONAL STAFFING, AND PROFESSIONAL ACTIVITIES REPORTS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*1	medical staff and committee meetings			see table 168-12
2	consultants employment records	correspondence and forms relating to requests, applications, authorizations, and approvals for hiring civilian medical consultants at hospitals		destroy 6 months after termination of employment
3	intern and resident training	individual training records, including rating reports for interns and residents undergoing formal professional training at hospitals		hold for 50 years at training locations, then destroy
4	report of professional activities of AF medical treatment facilities	reports of the types, quality, and quantity of professional services rendered by medical treatment facilities, together with information on consultant programs and professional meetings during the report period		destroy after 1 year
*5	professional credentials review files of medical staff members and allied health care practitioners			see table 168-12

TABLE 160-2

PHYSICAL EXAMINATION RECORDS AND MEDICAL BOARD PROCEEDINGS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	physical examination reports	copies of Report of Medical Examination (SF 88) and Report of Medical History (SF 93), reflecting physical examinations performed in relation to discharge, release from active duty, retirement, flying, etc , retained copies of electrocardiographic tracings of persons rejected for military service	not filed in Field Record Group or retained in reference file (see rule 1 1)	destroy after 1 year
1.1			retained in an active reference file by a certification or waiver authority	destroy when no longer needed
2	physical examination work sheets	worksheets used in preparing physical examination reports		destroy when information has been transcribed to record copies of Report of Medical Examination
3	medical board proceedings	records of Medical Board proceedings, except for copies filed in clinical records or Field Records Group		destroy after 1 year
4	visual classification and qualification	copies of tests—with accompanying statistical reports—administered as part of the process of classifying individuals reporting for induction		
5	visual standards for varied AF assignments	correspondence, reports, statistics, and literature on vision, refraction and similar items		destroy when superseded, obsolete, or no longer needed

TABLE 160-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*6	applicants to a Service Academy/ROTC Scholarship Program/Uniformed Services University of Health Sciences (USUHS)	original hard copy of physical examination reports and other records of medical qualifications	at DOD Medical Examination Review Board (DODMERB) for medically qualified applicants	send to the appropriate Service Academy, ROTC Program or USUHS to which the applicant was accepted at end of current year cycle
*6.1			at DODMERB for medically unqualified applicants	destroy at end of current year cycle
6.2			at examining facilities	destroy after 1 year
*6.3		microfilm copies of rules 6 and 6 1 records	at DODMERB	destroy 5 years after end of current year cycle
6.4		machine listings relating to scheduling and management of physical examinations, such as daily transaction listings, error listings, scheduling actions, and all other related computer generated products	system working papers (not maintained in applicants individual file folder) at DODMERB	destroy when superseded, obsolete or no longer needed
*6.5		computer storage file of rule 6 4 records		destroy 2 years after end of current year cycle
7	physical examinations of local wage rate and domestic employees	physical examinations, x-rays and related documents		destroy on termination of individual's employment
8	medical examinations of foreign students	medical examination reports and related documents on foreign students eliminated for physical reasons from AF training		destroy after 1 year

TABLE 160-3

LABORATORY RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	clinical laboratory reports	duplicate copies of clinical laboratory reports, water and food analysis, periodic reports of laboratory activities	laboratory copies	destroy after 2 years
2	ledgers and logs	general purpose ledgers of clinical specimens or patient identification information, shipping and receiving registers		
3	blood transfusions	blood transfusion forms (SF 518), 3 copies to request blood products	laboratory copies	destroy after 7 days if product not required
3.1		SF 518 3d copy retained when product is issued with 1st and 2nd copies		destroy upon receipt of 2nd copy with transfusion data section completed
3.2		SF 518 1st copy, original, post transfusion	patient chart copy to record transfusion and reaction data	file in patient's chart after completion
3.3		SF 518 2nd copy, post transfusion	laboratory records concerning transfused blood products	destroy after 7 years if no longer required for patient treatment data

TABLE 160-3. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
4	blood donor medical histories, reactions and dispositions, donor blood processing records, blood bank processing records and ledgers, quality control records, blood shipping records, investigation of transfusion reactions, contracts or agreements with civilian blood banks	Blood Donor Record Cards (DD 572) recording reactions and disposition of blood donors, (DD 573) Shipping Inventory of Blood Collections, investigation and findings of each transfusion reaction investigation, quality control test results and lot numbers of reagents used, issue and receipt for blood products issued, ledgers recording processing of each transfusion request, local agreements with civilian blood banks	laboratory records concerning all steps in the procedures of obtaining and transfusing blood products	
*5	tissue examination	tissue examination forms forwarded with fixed specimens, and/or other data for histopathological examinations	at Class A and B laboratories	destroy 3 months after preparation of final report (see rules 7, 8)
6			at medical facilities other than rule 5	destroy 3 months after receipt of completed report from histopathology facility
*7		final report of tissue examination (SF 515), including the rough draft permanently affixed to the final report	at Class A and B laboratories	destroy after 7 years, or when no longer needed for training, historical or research purposes, whichever is later
*8			at Class C and D laboratories	destroy after 5 years, or when no longer needed, whichever is later
8.1		slides and/or blocks		maintain and destroy per AFR 160-55
*9	cytology examination	copies of Class I cytology examination reports of vaginal, cervical, and other fluids and tissue scrapings	at Class A and B laboratories	destroy after 5 years, or when no longer needed, whichever is later
*10		copies of Class II-V cytology examination reports of vaginal, cervical, and other fluids and tissue scrapings		destroy after 7 years, or when no longer needed for training, historical or research purposes, whichever is later
*10.1		copies of Class I-V cytology examination reports	at Class C and D laboratories	
11	autopsy reports	autopsy protocol forms, abstracts of clinical records and other records and materials which relate to individual cases	laboratory copies, including permission form	retain until inactivation of facility, at which time obtain disposition instructions from SAF/AADQ
12	indexes and ledgers to surgical and autopsy specimens	clinical reference and alphabetical name cards and ledgers		retain in laboratory until inactivation of hospital, at which time obtain disposition instructions from SAF/AADQ
13	sobriety examination	results and requests for results of sobriety examination, and related papers	at medical facilities for possible use for military justice purposes	destroy after 2 years.
14	water pollution analysis	waste water surveillance analysis, and related correspondence and reports		destroy after 1 year or after next analysis of same source
15	summaries, survey reports, workloads, and special reports	year-end summaries of laboratory activities, quality control, and/or proficiency survey reports, raw count workloads for preparing reports, and other special reports concerning specimens and/or activities	for patient treatment or laboratory management purposes	destroy after 2 years or when no longer needed for patient treatment, training or management purposes, whichever is later

TABLE 160-4

RADIOLOGY RECORDS

RULE	A If the documents are or pertain to	B consisting of	C which are	D then
1	entrance and separation examination X-ray film	chest X-rays exposed in conducting the medical examination preliminary to an individual's entry into, reenlistment for, or release or discharge from extended active military service in either an officer or enlisted status	applicants accepted for induction, Reserve or Regular enlistment for extended active duty or active duty for training, including applicants for aviation cadet training officer candidate school, and flying service in an enlisted status	forward on a current basis to NPRC (CPR) (see note 1), film files may be forwarded weekly or monthly, depending on the rate of accumulation but will not be held longer than three months in addition to the accumulating month; shipments will be in weekly or monthly increments with the oldest week or month forwarded first (EXCEPTION separation and retirement X-rays may be retained until the individual has been separated or retired, then forward in accordance with procedures outlined above)
2			applicants accepted for appointments as officers, warrant officers, flight officers and AF cadets	
3			members of the Reserve and National Guard ordered to 6 months active duty for training or extended active duty under the Reserve Forces Act	
4			current or former members who reenlist for additional periods of extended active duty	
5			students and graduates of officer candidate schools	
6		chest and other X-rays made as a part of the medical examination for release or discharge from extended active military service	all military personnel including AF cadets (except those films transferred to the Veterans Administration in connection with disability separations)	
7		X-rays of applicants for US service academies made at the time of qualifying examinations	at the examining center	file with diagnostic X-rays and dispose of as in rule 10, column D, unless sooner requested to be forwarded to one of the service academies
8	(RESERVED)			
9	periodic flight and other physical examinations X-ray film			see rule 10
10	diagnostic X-ray films, including ultrasound, computed tomography, and nuclear medicine films	X-rays made in connection with diagnosis and treatment of patients at medical facilities, including US Coast Guard personnel and dependents (except those covered in table 162-1 and AFR 168-4)		destroy/salvage after 5 years (see note 2)
11		X-rays of unusual interest or those selected for teaching purposes		destroy/salvage after 5 years, or when of no further value, whichever is later
12		negative pathological findings and positive pathological findings that are static in nature (except as indicated in rule 13)	at industrial medicine facilities for federal civil service employees	destroy after 5 years

TABLE 160-4. CONTINUED

RULE	A If the documents are or pertain to	B consisting of	C which are	D then
13		positive pathological findings that are not static in nature, and one representative X-ray of those that are static in nature		retire as permanent to NPRC (CPR) at the end of the calendar year in which an employee retires or otherwise terminates employment
*14	occupational health examination (OHE) X-rays	X-rays taken as a part of an occupational health medical surveillance program		retain in medical file pending disposition approval.
15	rejected applicant and registrant chest X-ray film		applicants rejected because of pulmonary tuberculosis	offer to official state public health agency of rejected person's home state; salvage or destroy if state health officer considers the report, indicating existence of disease, is sufficient and does not desire the film
16			applicants rejected for physical reasons other than disease of the chest	salvage or destroy after findings have been entered on the physical examination form
17			registrants unacceptable for induction	package and return to registrant's local board (label package. EXPOSED X-RAY FILM, and indicate name of induction station making shipment)
18	chest X-rays for tuberculosis case finding purposes	film accumulated by mobile X-ray service units	negatives indicating pathology	include in patient's medical record.
19			negatives indicating a normal chest	destroy after 1 month
20	unidentified exposed X-ray film	X-rays which cannot be identified with the individuals to whom they pertain		destroy when encountered.
21	nominal index file	cards filed alphabetically as index to X-ray films		retire or destroy concurrently with the X-rays to which they relate
22	radiation and radium therapy	copies of the following clinical record forms: Radiation Therapy, Radiation Therapy Summary, Radium Therapy, and Doctor's Progress Notes, filed in the Radiology Department (except those in the individual's medical record)		retire as permanent to WNRC on inactivation of the medical treatment facility

NOTES:

1 Packing and identification instructions. Do not bend, roll or fold film Type, print or stamp the individual's SSN and name, in that order, on the front of each container used for enclosing film X-rays for examinees not yet assigned a SSN are retained until the SSN is available for entry on the film preserver. (Protect the disclosure of OSI agent's grade as provided in AFR 168-4) Requisition film preservers through medical supply channels under NSNs 7530-00-612-3950 and 7530-00-612-4000. Show the complete return address on all packages of X-ray film

a. Use negative preservers measuring 4 3/8- x 10 3/8-inches for all 4- x 10-inch and smaller size films Do not use larger preservers for these films. Place individual identifying data parallel with and no lower than 1 1/4-inches below the front open end of these preservers, instead of in the space provided.

b. Enclose all film larger than 4- x 10-inches in negative preservers of the 14 1/2- x 17 1/2-inch size However, if they are not available, use envelopes of the same size. Place individual's SSN, name and other identifying information in the space provided on the upper left corner of the 14 1/2- x 17 1/2-inch preserver If envelopes are used, fold flaps so that the glued surface does not come in contact with the film. Place individual's identifying data in the upper left corner parallel with the front top edge of the envelope

c. X-rays need not be forwarded in alphabetical or numeric sequence

d See AFR 12-50, volume I, chapter 7 for further packing and shipping instructions There is no need to prepare SF 135s or to obtain advance approval for shipments to NPRC

2 In oversea medical facilities where adequate storage space is not available and in areas where climatic conditions cause X-ray film to deteriorate before expiration of the 5-year retention period, earlier disposition will be authorized In such cases, specific disposition instructions should be requested from SAF/AADAQ

TABLE 160-5

RADIOISOTOPE RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	applications for By-product Material License and AFLC IM records of radioactive commodity management	approved applications and related records, such as correspondence, reports of survey and minutes of meetings		hold until inactivation of facility, retire as permanent to NPRC (MPR)
2		approved copies	at USAF Radioisotope Committee	destroy 5 years after expiration of license
3		disapproved copies		destroy upon receipt of the disapproved form
4	reports of incidents involving accidents, thefts and loss of radioisotopes or other licensed materials			hold as permanent records at USAF Radioisotope Committee, HQ AFMSC/SGPZ, Brooks AFB TX 78235
5	isotope accountability	records showing receipt, use and disposal of radioisotope material, indicating material on hand	at isotope clinics	when isotope inventory has reached zero balance (i e, no radioactive material on hand) hold until inspected by US Nuclear Regulatory Agency; after inspection and certification by NRA, destroy records having zero balance
6	patient's records	dosage records, scan sheet, tracings, copy of consultation sheet, patient's index card, and applicable worksheets		destroy after 5 years, provided that original copy of report, i e, SF 513 or equivalent, has been placed in the individual's medical record.

TABLE 160-6

SPECIAL DIAGNOSTIC RECORDS, TUMOR REGISTRY, AND MEDICAL ILLUSTRATIONS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	electrocardiograms and reports	copies of electrocardiograms and electrocardiographic reports	at laboratories, in annual blocks, with previous reports on the same patient filed with the most recent report	destroy after 5 years (EXCEPTION cases of unusual interest or selected for teaching purposes may be retained indefinitely)
2			at the Aerospace Medical Division	destroy after 10 years, or when no longer needed, whichever is later
3	electroencephalographic tracings and reports	graphic recordings of electrical activity of the brain, and retained copies of reports	abnormal findings	destroy after 5 years, provided a copy of the report is in the individual's medical record
4			normal findings	destroy after 1 year, provided a copy of the report is in the individual's medical record.
5	pulmonary function tracings and reports	retained copies of consultation sheet, original pulmonary function tracings, and applicable reports		destroy after 5 years, provided original reports have been placed in individual's medical record
6	hearing conservation	hearing conservation data forms and related records for recording results of audimetric examinations	originals	file in military health record or nonmilitary outpatient record, and dispose of per table 168-5

TABLE 160-6. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
7			duplicates	send to Aerospace Medical Division, Brooks AFB TX 78235 (see table 80-3)
8	tumor registry	diagnostic, therapeutic and survival data on patients with an established diagnosis of malignant neoplasm, and related records	at medical facilities with tumor registries	upon inactivation of tumor registry or medical treatment facility (MTF), send to MTF assuming the tumor registry responsibility If no MTF has been designated to assume the tumor registry responsibility from the closing MTF, then request approval from HQ AFMSC/SGPC to ship to Armed Forces Institute of Pathology, Wash DC 20306
9	medical illustration files	original photographic material, including Medical Illustration Request and Release forms, original color transparencies and negatives, and related completed medical artwork	at approved AF hospitals	send to Director of Armed Forces Institute of Pathology (Chief, Medical Illustration Service), Wash DC 20305, 4 times a year (EXCEPTION on inactivation of facility, forward immediately)
10		duplicate photographic material, including copies of Medical Illustration Request and Release forms and a set of color transparencies		hold at medical facility until inactivation, destroy
11		patient and subject index cards		hold at the activity until its inactivation, and then forward to address indicated in rule 9
12		patient registers		

*TABLE 160-7

DRUG ABUSE TESTING PROGRAM

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	drug abuse testing	rosters, random selection records, and related information	at base medical facility and unit level	destroy 3 months after all members listed are tested or a "no show" record is prepared or received.
2		"no show" record for personnel failing to report for testing		destroy after 2 years
3		urinalysis ledger	at base medical facility	destroy after 5 years
4		drug screening urinalysis record	at base medical facility and testing laboratory	destroy after record with annotated results is prepared or received
5		chain of custody documents	at testing laboratory	destroy after 5 years
6			at base medical facility	destroy after 2 years
7	drug testing results	drug screening urinalysis record, with annotated results (negative/positive) and related records	at testing laboratory	destroy after 5 years
8			at base medical facility and unit level	destroy after 2 years
9		drug abuse urinalysis testing report and biometric data	at HQ AFOMS and testing laboratory	destroy after 5 years

TABLE 160-7. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
10	drug abuse rehabilitation (note)	rehabilitation program report	at HQ USAF, HQ AFOMS, and MAJCOMs/SOAs	
11			at base medical facility	destroy after 2 years
12	drug detection quality control	reports prepared by the Armed Forces Institute of Pathology and testing laboratory	at HQ AFOMS and testing laboratory	destroy after 5 years

NOTE Drug abuse case treatment files for member's rehabilitation which are kept in Social Actions offices are destroyed per Table 30-1

161. Aerospace Medicine. These tables cover records pertaining to aircrew and aerospace effectiveness programs, physiological training, and other medical activities related to flying personnel, occupational health, bioenvironmental engineering, military public health, and control of communicable diseases.

TABLE 161-1
AEROSPACE MEDICINE PROGRAM RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	aerospace medicine reports	reports and comparable records used in supervising and monitoring the Aerospace Medicine Program applying the principles of flight medicine, military public health, and occupational medicine		destroy after 2 years (EXCEPTION destroy copies maintained for research and teaching when no longer needed)
2	medical recommendation for change in flying or special operational duty		in member's health record	hold according to AFR 168-4, chapter 3
3			in flight management offices and aircrew training/evaluation records (AF Form 846)	hold all copies currently applicable, for example, last annual or incoming clearance, any grounding until it is replaced by a copy returning the member to flying or special operational duty
4	application for airman medical certificate, and report of medical examination	copies of FAA forms of medical history and examination	retained, according to AFR 160-104, by aviation medical officers authorized to perform medical examinations for applicants for FAA medical certificates	destroy after 2 years.
5	medical recommendation for flying or special operational duty log	AF Form 1042 actions	at medical facilities	destroy after 5 years

TABLE 161-2
PHYSIOLOGICAL TRAINING/THERAPY RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	Chamber Flight Record (AF Form 701)	originals	at base training facilities	send on a monthly basis to USAFSAM, where they are destroyed when no longer needed
2		copies		hold at unit for 3 years, then destroy
3	Physiological Training Monthly Report (AF Form 700), Chamber Reactor Case Report (AF Form 361)	originals used for program planning and as a source for medical and flight safety research	at HQ USAF and USAFSAM	destroy when no longer needed
4		copies	at other than HQ USAF and USAFSAM	destroy after 3 years
5	Physiological Training Record (AF Form 699)		at base training facilities	hold at unit for 6 years, then destroy
6	Physiological Training (AF Form 1274)			give to individual on completion of training
7	Individual Physiological Training Record (AF Form 702)	aircrew personnel records		see table 60-5
8		non-aircrew personnel records		file in individual's medical record and destroy upon departure from active or reserve duty
9	Treatment Records (AF Form 1352 and SF 502)	originals		file in individual's health record (see note)
10		first copy	at USAFSAM	destroy when no longer needed
11		other copies	at HQ USAF and MAJCOMs	
12			at base training facilities	hold for 3 years, then destroy
13	Individual Dive Record and Repetitive Dive Worksheet (AF Form 1353)			give to individual
14	Compression Chamber Operation Record (AF Form 1354)		at base training facilities	destroy after 3 years
15	Compression Chamber Reactor Case Report (AF Form 1355)	original		file in individual's health record (see note)
16		first copy	at USAFSAM	destroy when no longer needed
17		copies	at HQ USAF and MAJCOMs	
18			at base training facilities	hold for 3 years, then destroy
19	Oxygen Sensitivity Tolerance/Pressure Test (AF Form 1360)			file in individual's health record (see note)
20	Instructor's Flight/Dive Record (AF Form 712)		at base training facilities	give to individual, provided pertinent data is reflected on the physiological training report

NOTE Documents are retained in the health record for 50 years after date of lastest record and then destroyed

TABLE 161-3

COMMUNICABLE AND OTHER REPORTABLE DISEASE REPORTS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	communicable disease reports	copies of telegraphic or similar notifications of communicable diseases occurring at AF activities		destroy after 5 years
2	venereal disease records and reports	monthly statistical tables showing venereal disease rates		destroy after 1 year
3	venereal disease reports and questionnaires	data prepared for assembling information for controlling venereal disease, and used in part for preparing periodic and statistical reports		

TABLE 161-4

PERSONNEL RADIATION EXPOSURE RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	thermoluminescence (TLD) personnel dosimetry program monitoring records	summaries and listings of exposure data, and related records which serve to promote effective control and direction of the TLD personnel dosimetry program	at USAF Occupational and Environmental Health Laboratory (OEHL)	destroy after 5 years, or when no longer required, whichever is sooner
1.1	master radiation exposure register	computer entries of radiation exposure data consisting of radiation dosimetry results and results of bioassays		retire as permanent (see note)
2	radiation exposure data	copies of radiation exposure registration forms	at USAF OEHL and using installations	destroy when data has been entered into the master radiation exposure register
3		films which reflect minor radiation exposure, dosimetry film exposure record cards, and records of film issued to monitor individual exposure	at USAF OEHL	
4		films which indicate abnormal or overexposure to ionizing radiation, resultant reports of investigation, and supporting records		destroy after 75 years.
5		(RESERVED)		
6		(RESERVED)		
7		OEHL Form 1499, Report of Occupational Exposure to Ionizing Radiation	at the base medical service	destroy when the AF Form 1527 for the report period is received
8		AF Form 1527, History of Occupational Exposure to Ionizing Radiation		transfer to the individual's medical record, destroy when superseded
9		AFTO Form 115, Pocket Dosimeter Results Log		destroy after 90 days, or when results of film badge are posted to individual medical records, whichever is later

NOTE Offer to the National Archives when 75 years old

TABLE 161-5

BIOENVIRONMENTAL SURVEYS AND MEDICAL INSPECTION REPORTS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	survey reports, special reports, or industrial facility inspection and environmental pollution survey case files	epidemiological survey reports or environmental/public health reports on air pollution, noise, radiation, and other environmental/health surveys	at performing activities	destroy selected materials after 5 years Pertinent survey reports, records, and correspondence, as determined by the officer in charge, are held permanently (chronological within the folder) in case files and retired on inactivation of facility to WNRC
2			at epidemiological units	retire as permanent on inactivation of unit.
3			at MAJCOMs	destroy 1 year after corrective action is completed
4	facility medical inspection reports	reports of inspection of sanitary conditions of barber shops, gyms, nurseries, etc	at environmental health activities	destroy after 1 year
*5	drinking water (note 1)	bacteriological analyses	at base bioenvironmental engineering offices	destroy after 5 years.
*5.1		reports or letters by AF, local, state or federal agencies relating to sanitary surveys		destroy after 10 years (note 2)
*5.2		records of any variance or exemption granted by the State or other government authority		destroy 5 years after the variance or exemption expires
*5.3		records of action taken to correct water supply violations		destroy after 3 years
*6		radiological and chemical analyses	at USAF Occupational and Environmental Health Laboratory and base bioenvironmental engineering offices	destroy after 10 years (note 2)
6.1		analyses to support EPA and state requests		destroy after 20 years
7	material safety	data sheets on hazardous material		destroy after 2 years.
8			at base level bioenvironmental engineering offices and other activities	destroy when superseded, obsolete or no longer needed.

NOTES

1 Comply with rules dispositions or federal, state or local requirements, whichever is later

2 Maintain these records in the current files area if necessary until eligible for disposal

TABLE 161-6

*ENVIRONMENTAL HEALTH

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	food inspection	AF Form 1148, Daily Food Nonconformance Record—Classes 4 and 8		destroy after 1 year
2		initial, update and special sanitation inspection reports and correspondence of vendor's establishments		destroy 4 years after removal from approved list or directory
3		routine inspection reports and correspondence		destroy after 1 year, or when no discrepancies are outstanding, whichever is later

TABLE 161-6. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
4		solicitations and attendant contract records including reports of examinations and/or testing of food products, contract purchase agreements, and other inspection correspondence		destroy when no longer needed
5		AF Form 2062, Consumer Level Quality Program (COLEQUAP) Audit, AF Form 2063, Individual COLEQUAP Report, DD Form 1608, Unsatisfactory Material Report (Subsistence)		destroy after 1 year
6		DD Form 1740, Food Inspection Stamp Record and related records	for stamps not destroyed, lost or stolen	destroy 1 year after form is superseded
7			for stamps destroyed, lost or stolen	destroy 2 years after investigation is completed
8		support documents, forms, correspondence and laboratory evaluations for administering quality assurance of fresh dairy products		destroy after 1 year (see note)
9	food handlers records	AF Form 1021, Medical Certificate	original at employing facility and copy at Environmental Health	destroy when no longer needed or give to food handler on transfer or separation
10		AF Form 1216, Food Handler Training Certificate		destroy when superseded or no longer needed
11	food service medical evaluation	AF Form 977, Food Facility Sanitation Check List, results of microbiological analyses, periodic summaries of findings, and other related data	at medical inspection service	destroy after 1 year
12			at inspected activities	destroy after next medical evaluation or when all deficiencies described in the report are corrected, whichever is later
13			at other offices	destroy when no longer needed
14		reports of food borne illness investigation		destroy after 1 year
15	animal bites/quarantine	DD Form 2341, Report of Animal Bite—Potential Rabies Exposure	original at medical treatment facility	file in patient's health or clinical record
16			copy at Environmental Health	destroy after 1 year
17			copies at other activities	destroy when no longer needed

NOTE Procurement tables dispositions will apply if these records substantiate contractor performance

162. Dental Services. These tables cover records pertaining to dental services and programs, including dental research and prevention of dental diseases, examination and treatment of personnel, administration of dental clinics and dental prosthetic laboratories.

TABLE 162-1

INDIVIDUAL DENTAL HEALTH RECORDS AND X-RAYS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	individual dental health records of active duty military personnel (see notes 1, 6)	dental health record folders containing dental examination and treatment forms such as Dental Health Record (SF 603), Consultation, Laboratory Reports, Dental Patient History, Periodontal Scoring Chart, and related records and data	on AF active duty military personnel	maintain and forward as prescribed in AFRs 35-44, 168-4 and 162-1

TABLE 162-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
2			on Army, Navy and Marine Corps active duty military personnel	
2.1	individual dental health records of AF reserve personnel		on AF reserve personnel	maintain and forward as prescribed in AFRs 35-44 and 168-4
3	individual dental health records for other than active duty military personnel (see notes 1, 2, 3, 4)		on retired AF general officers and personnel on temporary disability retired list (TDRL)	send to HQ AFMPC/ MPCDRR, Randolph AFB TX 78150, 3 years after year of last treatment
4			on retired military personnel (except personnel in rule 3)	retire to NPRC (MPR) 3 years after year of last treatment
5			on dependents of military personnel (include dependents of retired military personnel)	retire to NPRC (CPR) 2 years after year of last treatment
6			on civilian employees	retire records of employees transferred to an AF activity within the Military District of Washington or to another activity within the federal service, and records of employees who are separated from the federal service, to NPRC (CPR) at the end of each calendar year
7			on foreign nationals	deliver records in a sealed envelope to the concerned allied or neutral military individual on transfer to another AF base, on discharge from treatment, or on return to parent country following termination of training, or deliver to the senior member of a group repatriated, subject to conditions in note 5
8			on American Red Cross personnel	send to Medical Director, American Red Cross, Washington DC 20006, 3 years after year of last treatment
9			on Coast Guard personnel on active duty	send to Commandant, US Coast Guard, Washington DC 20593, 1 year after year of last treatment
9.1			on USAF Academy cadets	send to Cadet Records, USAF Academy, for inclusion with the personnel records, after record is complete following cadet's departure from USAF Academy
10			on Peace Corps and State Dept personnel, and all other personnel not covered in rules 1 through 9 1	retire to NPRC (CPR) 1 year after year of last treatment
*10.1	clinic index cards	clinic index (AF Form 1942) cards prepared for eventual inclusion with retired dental health records		destroy immediately (see note 7)
11	dental treatment plans	forms used within the dental service for treatment planning		destroy when proposed treatment has been completed and recorded on Dental Health Record (SF 603)

TABLE 162-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
12	temporary dental health records		used for exchanging and receiving treatment data from another dental facility	destroy after all transcriptions have been made on long-term records and have been initialed by transcribing officer
13			used as a temporary record pending arrival of Field Record Group	
14	dental X-ray film	exposed dental X-rays	taken for evaluation, treatment, and follow-up care of dental diseases or oral manifestation of systemic diseases	hold as part of the Dental Health Record
15			initial, full-mouth X-rays	hold, so long as legible, as part of the Dental Health Record
16			taken incident to hospitalized dental cases	include with individual clinical records when required
17			obtained for other purposes, and determined to be of no more value	destroy when appropriate findings are entered on individual's Dental Health Record
18			judged by a dental officer to be of unusual interest or selected for teaching or research purposes	hold in a separate file, and destroy when no longer usable or needed
19			unidentifiable	destroy immediately

NOTES·

1 Records dated before 1982, which were retired to NPRC (MPR or CPR), are in alphabetical sequence Records for 1982 and later, retired to NPRC (MPR or CPR), are in numerical, terminal digit order, accompanied by the patient record retirement cards in alphabetical order in the first box of each accession Dental health records for military personnel are destroyed 50 years after date of latest record Dental health records for nonmilitary persons are destroyed 15 years after date of latest record

2. Receipts for dental records hand-carried to other medical facilities during the preceding calendar year will be arranged in alphabetical sequence and retired in the last box of the dental records being retired for that year

3 Nonmilitary records pertaining to deaths, divorced spouses, and children who are no longer eligible for care may be retired at the end of the year when change of status occurs

4 If sponsor is still assigned to the installation, records of eligible family should be retained if the family are still in the area and expect to receive care at the facility, even though they did not receive care during the year Likewise, records for retired military personnel and their eligible family members, or eligible family members of active duty personnel who do not accompany the sponsor, should be retained when it is known that they still reside in the area and expect to receive care at the facility

5 Before delivery of records to foreign nationals, screen records in detail and remove all security information, regardless of specific classification Forward classified records to AFIS/INFOD for review and further transmission, if warranted, to the government concerned Forward records of deceased personnel directly to AFMSC/SGSB for transmittal to parent country If, for some reason, delivery of records to foreign nationals is not possible, forward them to HQ AFMSC/SGSB

6. A fire at NPRC (MPR) on 12 July 1973 destroyed approximately one million Master Personnel Records of AF personnel whose surnames begin with the letters "Hu" through "Z" and who were discharged between 25 September 1947 and 31 December 1963 An additional 432,000 records were salvaged (No fire damage occurred to records of AF veterans whose surnames begin with the letters "A" to "Hu") The destroyed records contain all induction and enlistment records, assignment and promotion orders, outpatient/health and dental records, and separation records. If identifying information can be provided (such as veteran's dates of service, unit or assignment), NPRC can verify most of the facts about the member's military service However, specific outpatient medical/dental data cannot normally be provided

*7 NPRC may destroy clinic index cards when encountered

TABLE 162-2
FACILITY DENTAL RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	dental appointments	registers and appointment slips		destroy when no longer needed
2	dental attendance	records for dental service report data input		destroy 3 months after submission of report
3	(RESERVED)			
4	dental services reports			destroy after 3 years
5	temporary dental prosthetic case reports	prosthodontic prescription and consultation requests not used to record local expenditures of precious metals, or which show precious metal expenditure at another AF activity		destroy 6 months after insertion of dental prosthesis
6	dental registers of precious metals and alloys	registers and copies of prosthodontic prescriptions and consultation requests required as a voucher for expenditure of precious metals		destroy 1 year after fiscal year cutoff, or on inactivation of activity after final inspection has been made and exceptions have been cleared
7	tooth inventory management	files closed out		destroy 1 year after fiscal year cutoff, or on inactivation of dental facility where a final inventory has been made
8	dental accreditation file	certificate that hospital dental service is accredited	property of the Council on Hospital Dental Service (CHDS)	return the certificate promptly to CHDS on inactivation of dental facility, revocation or other reason for termination of accredited status
9		accreditation guidelines, dental service by-laws, committee membership, minutes of hospital committees, special training file, and consultant lists		destroy after 1 year or on inactivation of dental facility

163. Veterinary Service. This table covers records pertaining to veterinary services and programs, including veterinary food inspection, and health service.

TABLE 163-1
VETERINARY SERVICE

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	research animal service	records used for laboratory research	at medical laboratories	destroy 5 years after death of animal or completion of research effort or when no longer needed, whichever is later

164. Aeromedical Evacuation. This table covers records pertaining to operation of aeromedical evacuation systems, including movement of patients by air; aeromedical evacuation administration and operations.

TABLE 164-1
AEROMEDICAL EVACUATION RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	patient air evacuation reports	daily aeromedical patient evacuation reports and related papers concerning the holding and movement of patients within the domestic aeromedical evacuation system		destroy after 3 months
2	patient transfer records	Request for Patient Transfer or comparable forms used to record information required to transfer patients from one military medical facility to another	originals	file as a part of the medical record accompanying the patient.
3			for local use	destroy after patient has been transferred, or forms are no longer needed
4		Patient Evacuation Tag or comparable forms, consisting of the ship's record office tab, embarkation tab, and debarkation tab	basic tag	file as a permanent part of the individual's clinical record
5			duplicate copy	destroy on completion of local action
6		Patient Evacuation Manifest or comparable forms and supporting records used to list patients delivered to the same offload terminal		destroy after 1 year
7		Patient's Baggage Tag, or comparable forms, including the patient's stub used when baggage is moved together with the patient in the same military common carrier		destroy on delivery of baggage to the destination medical treatment facility
8		patient transfer recommendations and authorizations		destroy 3 months after transfer of patient
9		Patient Arrival Notices	at oversea commands	destroy after 6 months

167. Medical Logistics. This table covers records pertaining to a uniform system of property control under an automatic data processing system and applies to all medical supply accounts supported by a B3500 computer. It establishes mechanized procedures for the requisition, purchase, receipt, storage, issue, shipment, disposition, stock control, identification and accounting for medical materiel at AF activities.

*TABLE 167-1
BASE MEDICAL STOCK RECORD ACCOUNT

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	medical materiel management system (MMMS)	base medical stock record account data on magnetic tape		destroy (delete) when no longer needed
2	medical materiel edit lists	records of transactions that were processed with invalid data as identified by specific error messages	medical materiel edit list, part I	destroy 3 months after "as of date", when no longer needed, or on assurance of correct computer processing, whichever is later
3			medical materiel edit list, part II	
4			excess error list	

TABLE 167-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
5			MEMO/MEMS edit list	
6	tape control listings	mechanically prepared listings showing creation date of last updated master file, last history file, last equipment master file, and last opening master file for use in the next processing cycle		destroy 3 months after "as of date"
7	medical materiel requirements lists	mechanically prepared listings of potential requisitions		destroy 3 months after "as of date", or when all items on listing are received, cancelled, or otherwise completed, whichever is later
8	due-in/due-out suspense lists	records of all current due-in/due-outs and related status documents		destroy 3 months after "as of date"
9		records of items requiring follow-up	follow-up alert lists	destroy when no longer needed
10			potential follow-up lists	
11		medical materiel consolidated shipment lists of items shipped under one shipment identification		
12		medical materiel contract monitors lists of local purchase (LP) items in purchase order number sequence		
13		"BJ" Adjustment Status Listing, PCN N240020, (AAVB7M)		
14	medical materiel document register	mechanically prepared accountable registers prescribed in AFMs 67-1 and 167-240 that reflect specific property transactions	at bases operating under B3500/4700 or other standard mechanized medical materiel system	destroy 1 year after close of FY to which they pertain
15	medical materiel transaction register		parts I, II and III (daily lists)	destroy after accuracy and completeness of monthly transaction registers are verified
16			parts IV, V and VII (daily lists)	destroy upon receipt of new cumulative list.
17			parts I, II and III (monthly lists) records of transactions and balances for a specific month	destroy 1 year after close of FY to which they pertain
18			part VI (monthly lists), containing records of transactions and balances for controlled substances under the Comprehensive Drug Abuse Prevention and Control Act of 1970	destroy 2 years after close of FY to which they pertain
19	cost center master list	mechanically prepared listings of all valid using activities		destroy when superseded
20	using activity fill rate list	mechanically prepared listings of medical and non-medical fill rate percentages		destroy 1 year after close of FY to which they pertain
21	medical materiel stock status report	mechanically prepared listings of item master records reflecting asset data, requirement data, consumption and inventory data on which future requirements programs may be based	output from daily processing	destroy 6 months after "as of date", or when no longer needed, whichever is later

TABLE 167-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
22			"as required" reports	destroy when no longer needed
23	prime-substitute cross-reference list	mechanically prepared listings showing prime-substitute relationships		destroy when superseded
24	war reserve materiel (WRM) stock status work lists	mechanically prepared listings of WRM projects, their levels, balances, and due-in status		destroy when no longer needed
25	WRM stock status report			destroy upon receipt of annually validated list
26	WRM readiness lists	mechanically prepared listings of WRM projects showing overages and shortages		destroy when superseded, or no longer needed, whichever is later
27	medical inventory stratification reports	mechanically prepared listings of dollar inventory stratification of on-hand and due-in assets		destroy after 1 year
28	high dollar issue lists	mechanically prepared reports of cumulative issues in descending dollar sequence		
29	reports of local purchase	mecahnically prepared reports of issues of commercial items considered for stock listing action		
30	medical materiel reference records	specifications, supply catalogs, publication indexes, and equipment guides		destroy when superseded or obsolete
31	medical custodian receipt records	listings and custodian requests/receipts that reflect authorized equipment in use for each custodian account	custodian copies	destroy upon receipt of new listings
32			MEMO file copies	destroy upon validation of new listings
33			suspense copies	destroy when no longer needed
34	source documents	issue/turn-in records, shipping/receiving records, property disposal turn-in records, reports of survey, statements of charges, copies of collection vouchers retained by the property officer, DOD single line release /receipt records, notice of lost or missing records, or other records which pertain to accountable type transactions and contain a valid document number		destroy 1 year after close of FY to which they pertain
35		catalog change actions, due-in/due-out deleted record list, due-in/due-out reconciliation list, and any other document needed to support each entry or transaction on document registers		
36	excess reports	records of excess reported or requested, and their status		destroy 3 months after "as of date", or when all excess actions have been completed, whichever is later
37	dated item management	dated item reconciliation, dated item control, and nonrotatable dated item lists		destroy when superseded, or no longer needed, whichever is later
38	standard medical materiel inventories	mechanically prepared inventory adjustments or accountable adjustment records used to adjust item detail records balances		destroy 2 years after close of FY to which they pertain
39		inventory control report PCN N240203, inventory count cards, inventory count lists, item balance registers used to prepare adjustment records		
40		manual forms and cards associated with supply inventory other than the standard medical materiel management system and used to record inventory balances		

TABLE 167-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
41	biennial inventory of controlled substances	mechanically prepared listings or manual forms used to certify inventory stock position of drugs or other substances designated by the Bureau of Narcotics and Dangerous Drugs as Schedule II, III, IV, or V controlled substances		destroy 2 years after close of FY to which they pertain
42	using activity (cost center) property	registers and files including custody receipts, property issue and turn-in records, and other records reflecting transactions during the month		destroy after 1 year
43		temporary issue receipts used as temporary custody receipts		destroy or return to individual on return of property
44	medical materiel systems trouble reports	forms and related correspondence		destroy after 1 year
45	medical equipment management reports	machine listings, supply support reports, and comparable type reports relating to equipment surveillance, control, identification, changes, accounting, redistribution, monetary obligations, etc		destroy after 1 year, or when no longer needed, whichever is later
46	custodian account files	individual files of personnel authorized to receipt for property and supplies, containing current and non-current specimen signatures, name, grade, and cost center of custodian, and waivers granted for use of stamps when numerous repetitive signatures are required		destroy 1 year after becoming superseded or obsolete
47	financial reports	medical materiel management reports, BMSO/BAFO reconciliation reports, trial balance, operating statements, special reports and analysis, and other pertinent reports		destroy 1 year after close of FY to which they pertain.
48	medical equipment maintenance	work order registers		destroy after 1 year
49		work orders		destroy when no longer needed
50		machine listings of bench stock balances used for spare parts management		destroy on receipt of new listings for a valid daily/monthly processing cycle
51		equipment historical maintenance file	for items not transferred or donated	destroy on receipt of new report
52			for items transferred or donated	destroy retained copies after 3 months
53		contractor locator list		destroy when superseded

TABLE 167-2

MEDICAL EQUIPMENT MAINTENANCE TEST RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	conductivity test records	forms recording testing required by National Fire Protection Association Standard 56A		destroy after 2 years
2	leakage current test records	leakage current measurements, general and leakage current measurements, EKG forms	applicable to equipment remaining in service	
3			applicable to equipment permanently removed from service	destroy when equipment is removed
4	defibrillator performance test	DC defibrillator inspection forms	applicable to equipment remaining in service	destroy after 2 years

TABLE 167-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
5			applicable to equipment removed from service	destroy when equipment is removed
6	audiometer calibration records	sound pressure level test data	applicable to equipment remaining in service	destroy after subsequent calibration is completed
7			applicable to equipment permanently removed from service	destroy when equipment is removed

TABLE 167-3

MEDICAL FACILITY EQUIPMENT REPORTING

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	transaction reject list	listings of errors detected during computer processing of records of transactions that were mechanically determined to be invalid and were not processed or a message displayed to indicate incomplete master records		destroy after assurance of correct computer processing or when no longer needed.
2	transaction register	registers containing reports of all valid transactions input to a processing cycle		destroy on receipt and validation of a complete master list.
3	tape control list	records showing creation date of last updated master, cost center and control file		destroy upon receipt and validation of next processing cycle
4	cost center master list	records of all valid activities		destroy upon receipt of new list
5	equipment requirement worksheet	report of all durable supply and equipment items identified for use in the new facility		destroy upon receipt and validation of new list
6	equipment purchase list	report of items requiring procurement action and/or provides status of items due-in		
7	dollar value recapitulation			
8	warehouse space required/in-use/available	report of the dollar value of all items required, due-in, in storage, in use, installed and short		
9	equipment installation requirement list	reports of all items requiring installation and/or some type of utility requirement		
10	master list	list of all master records		
11	budgetary list	report of all financial data by item, type item and fiscal year		

*TABLE 167-4

MEDICAL WAR RESERVE MATERIEL (WRM) QUALITY ASSURANCE

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	medical materiel management system (MMMS)	medical war reserve materiel quality assurance subsystem (MWRMQAS) data on magnetic tape		destroy (delete) when no longer needed
2	creation lists	initial listings received when activating MWRMQAS		destroy when no longer needed
3	tape control lists	records of current tapes		destroy upon validation of next listing

TABLE 167-4. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
4	edit lists	records of invalid transactions as identified by error messages		destroy after corrections have been processed and verified, or when no longer needed, whichever is later
5	inspection and alphabetical lists	records of location of assets and management data		destroy when superseded, or no longer needed, whichever is later
6	transfer action lists	records of relocation actions		destroy when no longer needed
7	validation lists	records of differences between quantity on hand and inventory code		destroy when superseded, or no longer needed, whichever is later

168. Medical Administration. These tables cover records pertaining to operation of medical treatment facilities, including hospitals, dispensaries, clinic services, and pharmacies; and medical care for eligible individuals.

TABLE 168-1

GENERAL ADMINISTRATIVE RECORDS OF MEDICAL ACTIVITIES

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	medical services staffing	reports reflecting staffing data, used for budget planning and to validate manpower requirements	at HQ USAF	destroy after 5 years
2			copies other than rule 1	destroy after 3 years.
*3	nonavailability statements	facility copy of Uniformed Services Medical Treatment Facility Nonavailability Statement (NAS) (DD Form 1251) or comparable forms and related records used to authorize civilian medical services for prescribed CHAMPUS beneficiaries	at medical facilities	destroy after 2 years.
4	third party liability notice	records accumulated as a result of the reporting procedures to the staff judge advocate under the Medical Care Recovery Act (42 U S C 2651-3)	at medical facilities	destroy 1 year after reconciliation with base staff judge advocate's files.
5	medical facility inspection reports	reports of internal sanitary inspections of medical facilities—such as inspection of wards, quarters, messes and food, barber and beauty shops	reports of specific problems where correction of deficiencies awaits budgetary or work order action	destroy on completion of such action
6			reports other than rule 5	destroy after 3 months
7	status reports of inactive and surplus hospitals	statistical reports and related papers pertaining to status and capability of inactive and surplus USAF hospitals and dispensaries		destroy after 5 years.
8	medical checklist	medical investigator's checklist for casualties of aircraft accidents		destroy after 3 months.
9	ambulance emergency requests	hospital alert information (aircraft/missile crash)		
10	affiliation agreements	affiliation agreements with civilian medical/training education institutions and related records for record/monitoring purposes		destroy when superseded, obsolete or no longer needed
*11	patient or clinical service questionnaires/surveys			see table 168-12
*12	line of duty determination	first copy of AF Form 348	at medical facilities	see table 35-5, rule 8 1

TABLE 168–2

NOTIFICATIONS AND ADMINISTRATIVE RECORDS PERTAINING TO INDIVIDUALS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	very seriously ill reports	copies of Report of Very Seriously Ill, Removal from Very Seriously Ill Roster, or other comparable reports	at registrar offices	destroy on disposition or death of patient
2	very seriously ill roster	Roster of Very Seriously Ill, or comparable rosters		destroy after 3 months
3	clearance sheets	checklist of clearance of personnel, indicating turn back of property, return of books to library, and comparable clearances	at hospitals	
4	leave requests	requests by patients for formal leave during hospitalization		destroy on return of patient
5	intervening illness statements	copies of reports submitted to justify, because of illness, noncompliance with assignment orders, orders to active duty, or other orders		destroy after 6 months
6	spectacle issue and receipt records for repeat refracture cases	cards or records indicating the diagnosis and type of spectacles prescribed, and recording the receipt for spectacles issued, including spectacle issue card and spectacle receipt		destroy after 3 years
7	(RESERVED)			
8	(RESERVED)			
9	(RESERVED)			
10	CHAP (Children Have a Potential) program	CHAP case files consisting of records, such as referrals, evaluations and counseling		destroy 2 years after closing date
11		reports required by MAJCOMs		destroy after 1 year
11.1	CHAMPUS (Civilian Health and Medical Program of the Uniformed Services)	CHAMPUS case files (copies)	in oversea areas serviced by AF approving authorities	destroy 5 years after end of FY to which they pertain
12	medical warning tag	request for issuance of tags	at embossing facilities	destroy after 1 year
*13	hospital incidents or unusual occurrences			see table 168–12

TABLE 168–3

ADMINISTRATIVE PATIENT RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	register of patients	books or similar volumes containing Register of Patients forms on which register numbers are assigned in numerical sequence to patients admitted to a medical facility	with and without clinical record libraries	hold for 50 years at facility and then destroy, if facility is deactivated, retire to NPRC (MPR) to be retained until 50–year period has expired (see note)
2	master index of patients	cards used as a nominal index to all patients admitted to a medical treatment facility, including related forms accumulated at Army hospitals before transfer of jurisdiction to AF		destroy when medical facility is inactivated or placed on standby status (see note)
3	locator cards for hospital patients	cards containing patient identification data (not to include master index of patients)	at information desk	destroy 3 months after disposition of patient
4			at other locations	destroy after 1 month or when no longer needed, whichever is sooner

TABLE 168-3. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
5	admission and disposition	admission and disposition lists or similar consolidated reports of patient action—such as admissions, dispositions, interward transfers		destroy after 1 year
6	clinical record cover sheets	copies of the clinical record cover sheet, and clinical record narrative summary for all completed cases and for cases disposed of by transfer	at hospitals without clinical record libraries	destroy after 5 years or when facility is inactivated, provided the Register of Patients (see table 168-4) is available for the period covered by the records to be destroyed; otherwise hold and destroy when facility is inactivated
*7	occupational therapy treatment record	individual record used to identify each patient who receives occupational therapy		destroy after 1 year
8	consent forms	individual authorizations for influenza immunizations	completed prior 1983	destroy after 5 years
8.1			completed in 1983 and later	file in the patient's Outpatient Record
9	emergency room registers	books, ledgers or similar volumes used to record patient identification, date and time of arrival, complaint, disposition and time of departure		destroy after 5 years

NOTE WD-MD Forms 52 and WD-AGO Forms 8-24, arranged in alphabetical order, should have been retired to NPRC (MPR), those arranged in numerical sequence should have been destroyed

TABLE 168-4

CLINICAL RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	clinical records (see note 1)	clinical records of US military personnel, including retired (except as provided in rules 5, 6, 8, 8 1, 8 2), AF cadets and OSI agents	without clinical record libraries	retire to NPRC (MPR) 1 year after annual cutoff
*2			with clinical record libraries or at the special treatment center	retire to NPRC (MPR) 5 years after annual cutoff or on inactivation of clinical record library or hospital (see notes 2 and 3)
3		clinical records of nonmilitary personnel (except as provided in rules 5, 7, 8, 8 1, 8 2)	without clinical record libraries	retire to NPRC (CPR) 1 year after annual cutoff
*4			with clinical record libraries or at the special treatment center	retire to NPRC (CPR) 5 years after annual cutoff or on inactivation of clinical record library or hospital (see notes 2 and 3)
5		clinical records of patients (military and nonmilitary) transferred to another military medical facility	with and without clinical record libraries	forward as prescribed by AFR 168-4
6		clinical records of patients transferred to a Veterans Administration hospital	with and without clinical record libraries	transfer (including X-rays) to the VA hospital with the patient (see note 4)
7		clinical records of American Red Cross personnel	with and without clinical record libraries	send to Medical Director, American Red Cross, Washington DC 20006, at end of each month
8		clinical records of Coast Guard personnel, with or without clinical record libraries	on active duty officers	1 year after cutoff, send to Commandant G-PO, US Coast Guard, Washington DC 20593

TABLE 168-4. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
8.1			on active duty enlisted personnel	1 year after cutoff, send to Commandant G-PE, US Coast Guard, Washington DC 20593
8.2			on reserve officers/enlisted personnel	1 year after cutoff, send to Commandant G-RA, US Coast Guard, Washington DC 20593
9		(RESERVED)		
10		(RESERVED)		
11		clinical records of Veterans Administration beneficiaries	without clinical record libraries	retire to NPRC (MPR) 1 year after annual cutoff
12			with clinical record libraries or at the special treatment center	retire as provided in rule 2
*13		clinical records of NATO military personnel and their dependents (1986 and later for dependents)	with and without clinical record libraries	deliver original records (including X-ray film and medical examination reports) in a sealed envelope to the individual concerned on transfer to another AF base or return to parent country following termination of training (see table 168-5, note 6)
*14		clinical records of foreign national military personnel except NATO, non-military foreign nationals, their dependents, and dependents (prior 1986) of NATO military personnel	without clinical record libraries	retire as provided in rule 3
*15			with clinical record libraries or at the special treatment center	retire as provided in rule 4.
16	(RESERVED)			
17	duplicate index of patients (nominal index)	cards in alphabetical order	with clinical record libraries	retire with the clinical records to which they pertain (see note 2)
18	registers of patients			see table 168-3, rule 1
19	field medical cards	US Field Medical Card or similar form used in field identification of casualties for further medical care	originals	file in patient's clinical records
20			duplicates	destroy after it has served as a basis for preparation of patient's record and any required notification action.
*21	fetal monitor strips (see note 1)		without clinical record libraries	retire to NPRC (CPR) 1 year after annual cutoff in register number sequence
*21.1			with clinical record libraries	retire to NPRC (CPR) 5 years after annual cutoff in register number sequence
*22	fetal monitor locator cards (see note 1)		without clinical record libraries	retire 1 year after annual cutoff in alphabetical order with fetal monitor strips to which they pertain.
*22.1			with clinical record libraries	retire 5 years after annual cutoff in alphabetical order with fetal monitor strips to which they pertain

NOTES

1 Clinical records of patients whose cases are completed by return to duty, death, separation or retirement from the service, absence without leave or desertion, or discharge from the medical treatment facility (in cases of nonmilitary personnel) are placed in an inactive file after entries have been verified

a In hospitals without clinical records libraries, arrange the inactive files alphabetically by patients' last names and group as follows
(1) US military, including retired and AF Academy cadets
(2) All others Cutoff inactive file annually and establish a new file as of 1 January
b In hospitals with clinical record libraries, maintain clinical records in register-number sequence
c Clinical records pertaining to military personnel are destroyed 50 years after date of latest record, clinical records pertaining to nonmilitary patients are destroyed 25 years after date of latest record Clinical records for active duty personnel treated at Public Health Service medical facilities are retired to and destroyed by GSA Regional Federal Records Centers (see attachment 2) 50 years after date of last treatment, however, address requests for medical records to the facility where treatment was received
2 This applies to clinical record library hospitals only Retire clinical records in register-number sequence in the two categories prescribed in note 1 (see also rules 2 and 4). Each category of clinical records is accompanied by an alphabetical listing or 3 x 5 cards, in alphabetical sequence, which contain the patient's name (last, first, middle initial), register number, and SSN (or service number) as a minimum where applicable (see rule 17) Since clinical records are retired in register-number sequence, it is essential that the related nominal index file be retired for reference purposes in the first box of each accession at the records centers
*3 EXCEPTIONS USAF Regional Medical Center Clark, retire 3 years after annual cutoff, USAF Regional Medical Center Keesler, retire 4 years after annual cutoff
4 If VA returns the record, file it under its register number and retire as provided in rules 1, 2, this table

TABLE 168-5
HEALTH, OUTPATIENT, AND PSYCHIATRIC CLINIC RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	health records of active duty military personnel (USAFA cadets) (see notes 1, 2, 7)	health record folders containing records of dental and medical care, including accounts of outpatient treatment (see AFR 168-4)		maintain and forward as prescribed in AFRs 35-44, 162-1, 168-4
1.1	health records of AF reserve personnel			maintain and forward as prescribed in AFRs 35-44, 168-4
*2	medical health records for other than active duty military personnel (notes 1, 2, 3, 5)	medical health record folders as prescribed in AFR 168-4 containing records of outpatient treatment, and receipts for outpatient/dental records, hand-carried to other medical facilities	nonmilitary personnel (including dependents of retired military personnel)	retire to NPRC (CPR) 2 years after year of last treatment (except as provided in rules 3, 6, 7, 7 1, 7 2, 8, 8 1, 9 and 9 1) (see notes 5 and 9)
*3			civilian employees	retire records of employees who are separated from the federal service to NPRC (CPR) in an Employee Medical Folder along with the Official Personnel Folder
4			retired AF general officers and AF personnel on temporary disability retired list (TDRL)	retire to HQ AFMPC/MPCDRR, Randolph AFB TX 78150, 3 years after year of last treatment
5			other retired military personnel	retire to NPRC (MPR) 2 years after year of last treatment (see note 5)
5.1			dependents of retired military personnel	see rule 2
6			American Red Cross personnel	send to Medical Director, American Red Cross, Washington DC 20006, 3 years after year of last treatment
7			on Coast Guard active duty officers	1 year after year of last treatment, send to Commandant G-PO, US Coast Guard, Washington DC 20593
7.1			on Coast Guard active duty enlisted personnel	1 year after year of last treatment, send to Commandant G-PE, US Coast Guard, Washington DC 20593
7.2			on Coast Guard reserve officers/enlisted personnel	1 year after year of last treatment, send to Commandant G-RA, US Coast Guard, Washington DC 20593

TABLE 168-5. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*8			NATO military personnel and their dependents (1986 and later for dependents)	deliver original records in a sealed envelope to the individual concerned on transfer to another AF base or return to parent country following termination of training (see note 6)
*8.1			foreign national military personnel except NATO (1986 and later)	retire as provided in rule 2
9			Veterans Administration beneficiaries	retire to NPRC (MPR) 1 year after year of last treatment
9.1			USAFA cadets	after record is complete following cadet's departure from USAFA, send to Cadet Records, USAF Academy, for inclusion with the personnel records
9.2	clinic index cards	3 x 5 index cards removed from the Nominal Clinic Index file at time corresponding outpatient records are transferred or retired		arrange in alphabetical order and retire in the same shipment as outpatient records being retired for that year
10	psychiatric treatment records	detailed psychiatric notations of consultation, tests and treatment, maintained in the psychiatric clinic	military personnel	retire to NPRC (MPR) 2 years after year of last treatment (see notes 1 and 5)
11			nonmilitary personnel	retire to NPRC (CPR) 2 years after year of last treatment (see notes 1 and 5)
12			USAFA cadets-graduates	retire to NPRC (MPR) 5 years after year of last treatment, retain at NPRC for an additional 45 years, then destroy
12.1			USAFA cadets-disenrollees	retire to NPRC (MPR) 5 years after year of last treatment, retain at NPRC for an additional 20 years, then destroy
13	child advocacy		in mental health clinics	retire to NPRC (CPR) 2 years after year of last treatment (see notes 1 and 5)
14	DD Form 2486, Child/Spouse Abuse Incident Report		at HQ USAF/SGPC	destroy after 5 years
15	emergency room treatment	copies of SF 558 (medical record-emergency care and treatment)	at emergency rooms	destroy after 2 years (see note 8)
16	emergency room control register			see table 168-3, rule 9

NOTES

*1 Outpatient and psychiatric treatment records for military personnel are destroyed 50 years after date of latest record Outpatient, psychiatric treatment and child advocacy records for nonmilitary patients are destroyed 25 years after date of latest record Civilian employees' health records are destroyed 30 years after date of latest record, unless longer retention periods are required by Regulatory Agencies such as Occupational Safety and Health Administration, Nuclear Regulatory Commission (CFR Title 10, Part 20), and Environmental Protection Agency Upon separation of the civilian employee, the original pre-employment physical, disability retirement, and fitness for duty examinations are to be filed in the Employee Medical Folder

2 Records dated before 1970 which were retired to NPRC (MPR or CPR) are in alphabetical sequence Outpatient records for 1970 and later, retired to NPRC (MPR or CPR) per rules 2, 3, 5, 9, are in numerical, terminal digit order Effective 1 January 1972, shipments to NPRC (MPR or CPR) are accompanied by a file of clinic index cards in alphabetical order in the first box of each accession These cards are an index to all outpatient records transferred and retired during each calendar year (see AFR 168-4, chapter 12)

3 Receipts for outpatient/dental records hand-carried to other medical facilities during the preceding calendar year will be arranged in alphabetical sequence and retired in the last box of the outpatient records being retired for that year

*4 RESERVED

5 Records of personnel assigned to the installation and eligible family members still in the area should be retained if they expect to receive care at the facility, even though they did not receive care during the year Likewise, records for retired military personnel and their eligible family members, or eligible family members of active duty personnel who do not accompany the sponsor should be retained when it is known that they still reside in the area and expect to receive care at the facility

*6. Before delivery of records to NATO and foreign national personnel, screen records in detail and remove all security information, regardless of specific classification Forward classified records to HQ AFIS/INFOD for review and further transmission, if warranted, to the government concerned Forward records of deceased personnel direct to HQ AFOMS/SGSB for transmittal to parent country If, for some reason, delivery of records is not possible, forward them to the parent country through the appropriate US Defense Attache Office listed in AFR 10-4, chapter 15, for unclassified material

7 A fire at NPRC (MPR) on 12 July 1973 destroyed approximately one million Master Personnel Records of AF personnel whose surnames begin with the letters "Hu" through "Z" and who were discharged between 25 September 1947 and 31 December 1963 An additional 432,000 records were salvaged (No fire damage occurred to records of AF veterans whose surnames begin with the letters "A" to "Hu") The destroyed records contained induction and enlistment records, assignment and promotion orders, outpatient/health and dental records, and separation records If identifying information can be provided (such as veteran's dates of service, unit of assignment), NPRC can verify most of the facts about the member's military service However, specific outpatient medical/dental data cannot normally be provided

8 The 2-year period may be determined by cutting off at the end of the 2-year calendar cycle and holding for one year, or by monthly increments, dependent upon local policy For example, records for the calendar year 1979 would be destroyed in January 1982, or, if records are retained on a monthly basis, January 1979 records would be destroyed in January 1981. If files are maintained on a daily basis, records may be destroyed at the end of the 2-year cycle for that day

*9 Nonmilitary personnel include such groups as nonmilitary foreign nationals and dependents, dependents of foreign national military personnel, except NATO, and dependents (prior 1986) of NATO military personnel.

TABLE 168-6

MEDICAL, STATISTICAL, AND RELATED REPORTS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	report of patients	Report of Patients (AF Form 235 series) which provides current data on various aspects of medical workload and capability	at HQ USAF and MAJCOMs	destroy after 3 years or when facility is inactivated, whichever is sooner
2			below MAJCOMs	destroy after 2 years or when facility is inactivated, whichever is sooner
2.1		monthly machine tabulations of data obtained from report of patients	at HQ AFMSC	destroy after 5 years
2.2		annual machine tabulations of data obtained from report of patients		destroy after 50 years if no longer needed (see note 1)
3	clinical record cover sheets	copies for statistical purposes	at MAJCOM Surgeon Generals	destroy after 6 months
3.1	clinical record code sheet			
4	clinical reference indexes of diagnoses, operations, and deaths	machine listings, supplemented by Clinical Reference Index cards	at hospitals with clinical records libraries	destroy after 10 years, or when facility is inactivated, whichever is sooner
5			at hospitals without clinical record libraries	destroy after 5 years, or when facility is inactivated, whichever is sooner
6	clinical record cover sheet tabulations (not clinical reference indexes of diagnoses, operations, and deaths (see rules 4 and 5)	monthly and periodic machine tabulations of data obtained from the clinical record cover sheets	at hospitals with clinical records libraries	destroy after 10 years, or when facility is inactivated
6.1			at hospitals without clinical record libraries	destroy after 5 years, or when facility is inactivated
6.2			at MAJCOMs	destroy when no longer needed
6.3			at HQ AFMSC	destroy after 3 years
6.4		annual machine tabulations of data obtained from the clinical record cover sheets (includes computer programming specifications, ADP-user life cycle records, and data element and coding manuals not published as AF manuals)		destroy after 50 years if no longer needed (see note 1)
7	health tables, charts, and statistical reports	data concerning disease rates, bed utilization, workload etc for local programs		destroy when no longer needed

NOTE Records retention beyond 50 years requires special authorization by SAF/AADAQ

TABLE 168-7

PHARMACY RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	prescription records	DD Form 1289, DOD Prescription, AF Form 781, Multiple Item Prescription	at pharmacies	destroy after 3 years.
2	stock records	AF Form 582, Pharmacy Stock Record		destroy 3 years after last entry
3	controlled substances	AF Form 579, Controlled Substances Register		destroy 2 years after last entry on sheet
4	receipts, disbursements, and inventories of controlled drugs	receipts of issue from medical supply and bulk drug orders for narcotics, ethyl alcohol, whiskey, brandy, wine, and all drugs, as well as inventories of drugs		destroy after 3 years
5	bulk orders of noncontrolled drugs			destroy after 1 year.
6	inspection of drugs and biologicals	monthly reports of inspection of ward and clinic drug stocks		
7	bulk compounding	AF Form 2380, Pharmacy Manufacturing Control Data; AF Form 2382, Pharmacy Bulk Compounding Chronological Control Log		destroy after 3 years or when no longer needed, whichever is sooner
8		AF Form 2381, Pharmacy Master Formula		destroy when superseded, obsolete, or no longer needed
9	inpatient dispensing records	medication profiles, including AF Form 3067, Intravenous Record and AF Form 3069, Medication Administration Record		destroy after 1 year or when no longer needed, whichever is sooner
10	reports, surveys and reviews	drug utilization reviews, quality assurance, risk management reports, adverse drug reactions and other special reports		destroy when no longer needed

TABLE 168-8

MEDICAL SERVICE ACCOUNT AND PROPERTY RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	medical service accounts	copies of cash collection vouchers or similar forms, used for medical resource management purposes	at medical treatment facilities	destroy after 2 years (EXCEPTION see table 175-2)
1.1		supporting receipts listed on cash collection vouchers		destroy after 3 years (see note)
2	patient's fund account books	ledgers, journals, and related records constituting an auditable set of records to account for patient's funds deposited for safekeeping		destroy 2 years after the close of the FY to which they pertain (EXCEPTION· when clearance is required under circumstances outlined in table 175-2, destroy 1 year after evidence of clearance is secured)
3	records of patients storing valuables	records pertaining to patients funds and valuables deposited for safekeeping, such as Record of Patient Storing Valuables (AF Form 1053), Envelope for Storing Patient's Valuables (AF Form 1052), Patient's Effects Storage Tag, and any similar records		destroy 18 months after close of the FY to which they pertain (EXCEPTION when clearance is required under circumstances outlined in table 175-2, destroy 1 year after evidence of clearance is secured)

TABLE 168-8. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
4	patient's property records	property slips, tags, receipts, and similar records which are a record of the receipt and return of patient's property, except funds and valuables		destroy 6 months after departure of patient
5	treatment of pay patients	Report of Treatment Furnished Pay Patients—Hospitalization Furnished (Part A) (DD Form 7), Report of Treatment Furnished Pay Patients—Outpatient Treatment Furnished (Part B) (DD Form 7a), reports of hospitalization and outpatient treatment, of VA, Bureau of Employees Compensation beneficiaries, and similar reports		destroy 4 years after close of FY (see table 177-15)

NOTE These records must be readily available for audit Primary disposition for destroying these records is table 177-15, rule 4

TABLE 168-9

HOSPITAL ACCREDITATION AND HOSPITAL MEMBERSHIP RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	certificates of accreditation	certificate that hospital is accredited by the Joint Commission on Accreditation of Hospitals (JCAH)	at hospitals	return the certificate promptly to JCAH on inactivation, reduction to dispensary status, revocation, or any other reason for termination of accreditation.
2	accreditation survey reports and records	reports of presurvey inspections by MAJCOMs, application for survey, survey reports of JCAH, and related correspondence		destroy when no longer needed.
3		copies of JCAH survey reports and related correspondence	at HQ USAF/SG	
4	accreditation references	Hospital Accreditation References, Bulletins of the JCAH, other information on current accreditation requirements	at hospitals	destroy when superseded or hospital's accreditation status is terminated through inactivation or reduction to dispensary status.
5	American Hospital Association (AHA) membership	records pertaining to membership in AHA, survey reports, and related records		destroy after 5 years or when superseded, whichever is sooner

TABLE 168-10

NURSING SERVICE RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	nursing supply records	Central Nursing Supply Issue Record (AF Form 580), or comparable forms	at hospitals	destroy 1 month after items have been returned and posted to inventory records
2	nursing service report	Nursing Service 24-Hour Report (AF Form 587), or comparable forms		destroy after 1 year
3	ward reports	statistical reports or listings of ward patients, such as daily and weekly patient census, patient strength reports, and ward patient rosters		destroy after 3 months.
4	operating room schedules	register or ledger containing information on the operations performed for each day		destroy after 5 years

TABLE 168-10. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
5		lists of operations scheduled for the next day		destroy when no longer needed
6	sterilizer testing documentation	forms indicating the efficiency of sterilizers		destroy after 2 years

Medical food service records are created in the operation of medical food service activities. They consist of records used in menu planning; purchasing, storing, and issuing food supplies; production and service of meals to bed patients and dining room patrons; accounting for money from the sale of meals; accumulating workload data; and in the management of clinical dietetics.

TABLE 168-11

MEDICAL FOOD SERVICE RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	work schedules	Medical Food Service Work Schedule (AF Form 2578), Daily Absentee Record (AF Form 2581), and Medical Food Service Daily Work Assignment (AF Form 2577)		destroy after 1 year
2	in-service training			destroy when no longer needed
3	workload data	Diet Census (AF Form 2573), Diet Consultation Record (AF Form 2576), and information copy of Medical Food Cost Report (AF Form 541)		destroy after 2 years
4	receipts for controlled forms	Request for Issue or Turn-in (DD Form 1150), Hospital Invoice/ Receipt/Account Receivable Record (AF Form 1127), copies of Ration Earnings Record (AF Form 544) and for clinics supported by Base Food Service, copy of Dining Hall Signature Record (AF Form 1339)		destroy after 1 year, providing requirements of table 175-2 have been met.
5	food purchasing, control, storing, issuing, and food cost data	Advance Orders, Subsistence Requests (AF Form 287), Tally-In-Out (AF Form 129), and Food Purchase/Use Record (AF Form 1742), and extended copies Food Issue Record (AF Form 543)		destroy after 1 year, unless needed for operational purposes.
6	menu planning	Regular and Therapeutic Hospital Menus, Menu Planner and Analysis (AF Form 2580), Therapeutic Worksheet-Breakfast (AF Form 2495), Therapeutic Worksheet-Dinner/Supper (AF Form 2496)		
7	food production and service	Outpatients' and Visitors' Meal Log (AF Form 2563), Medical Food Service Cash and Forms Receipt (AF Form 2570), Recipe Popularity Record (AF Form 2571), Meat/Salad Worksheet (AF Form 2575), Baker's Worksheet (AF Form 2574), Diet Worksheet (AF Form 2486), Food Temperature Chart (AF Form 2582), Cooks Worksheet (AF Form 679)		destroy when no longer needed.

TABLE 168-11. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
8	clinical dietetics	Diet Record (AF Form 1041), Therapeutic Menu Patterns, copies of Selective Menu (AF Form 1737 and 1739), Therapeutic Menu (AF Forms 1738 and 1740), Soft, Bland 4, Fiber Restricted (Selective) (AF Forms 2493 and 2494), Dental Soft-T&A Soft (AF Forms 2483 and 2484), Pediatric (AF Forms 2491 and 2492), Liquid (AF Forms 2481 and 2482), Calorie Restricted (AF Forms 2499 and 2500), Diabetic (AF Forms 2479 and 2480), Bland (AF Forms 2489 and 2490), Sodium Restricted (AF Forms 2478 and 2485), Modified Fat (AF Forms 2497 and 2498), Hyperlipoprotienemia Diet 2/Diet 4 (AF Forms 2487 and 2488), Nourishment Order (AF Form 2568), Nourishment (AF Form 2579), Nutritional Assessment (AF Form 2572) and Nutrition History (AF Form 2569)		
9		Diet Order (AF Form 1094) and Diet Order Change (AF Form 2567)		destroy after 1 year

*TABLE 168-12

MEDICAL QUALITY ASSURANCE RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	committee meetings and civilian peer reviews	minutes of the quality assurance and risk management (QA/RM) committee, executive committee, medical staff and facility-wide committee, and civilian peer reviews	at medical treatment facilities (MTFs)	destroy after 4 years
2			copies of QA/RM committee and civilian peer review minutes at MAJCOMs/SG	destroy after 1 year, or when no longer needed, whichever is later
3	professional credentials review files of medical and dental staff members, and allied health care practitioners	records of practitioner's formal education, training, clinical experience, and physical, moral and ethical character, and activities concerning clinical privileges	adverse action files	destroy 8 years after practitioner separates from the service
4			non-adverse action files	destroy 5 years after practitioner separates from the service
5	patient or clinical service questionnaires/surveys	patient's opinion of the quality of care received and/or services rendered		destroy after 1 year, or when no longer needed, whichever is later
6	medical facility incidents	statements, with supporting data, which report accidents inconsistent with routine medical facility operation or patient care and which establish follow-up remedial actions		destroy after 4 months.
7	quality assurance problem status	continuing and supporting records of the assessment, action, and follow-up which is accomplished related to identified problems		destroy after 2 years, or when no longer needed, whichever is later
8	occurrence screening	checklists identifying specific potentially important results of medical or surgical treatment	identify validated positive occurrences	destroy after 1 year, or when no longer needed, whichever is later

TABLE 168-12. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
9			identify no validated positive occurrences	destroy after 3 months

169. Medical Education and Research. This table covers records pertaining to professional papers and medical research.

TABLE 169-1
MEDICAL EDUCATION AND RESEARCH

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	medical research and experimental case files	records of work in process or completed, and individual participation records		retire as permanent to WNRC.
2	professional papers	reports of experimental studies or research carried out at hospitals		retain at medical facility for 5 years, retire as permanent to WNRC
3	aeromedical research data		at USAF School of Aerospace Medicine (USAFSAM)	see table 80-3
*4	continuing health education (CHE) program	records for planning and documenting CHE activities certified as Category I by the AMA/PRA		destroy after 6 years.

170. Comptroller. These tables cover records pertaining to the overall direction and supervision of comptroller functions, including budget, accounting and finance, statistics, auditing, program analysis, and progress analysis. They also include data on cost accounting for base civil engineer (BCE) activities in the area of real property management, such as utilities, fire protection, sanitation and custodial services, maintenance, improvements, and construction.

TABLE 170-1
PROGRAM CONTROL FILES

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	financial management	reports, studies, correspondence, and related data that serve for control purposes in developing or improving comptroller systems programs		destroy when superseded, obsolete, or no longer needed
2	international affairs	agreements or arrangements, special studies, reports, correspondence, and related data that reflect on Air Force participation in international affairs programs		
3	uniform commutation	commutation rates, uniform conversions, reports and vouchers on commutations funds	at HQ AFROTC	destroy after 2 years

TABLE 170-2

COST ACCOUNTING FOR BASE CIVIL ENGINEER ACTIVITIES

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	cost accounting	reports, such as materials and supplies used, base civil engineers' cost ledger, cost reconciliation, schedule of costs, monthly vehicle reports, journal voucher, comparable forms, and related papers and bills, cost reports, work sheets; expenditures of funds for the repair, maintenance, operation, management, and preservation of real property facilities to include refunds and reimbursements, forms pertaining to off-reservation housing and rental accounts such as request for issue or turn-in of household items, cash collection vouchers, public voucher for refund, daily statement of operations, daily cash register machine tapes, and individual tenants' folders	at civil engineer activities	destroy 3 years after accounts are cleared, provided any needed corrective action has been accomplished according to table 175-2
1.1 1.2 2 3	(RESERVED)			

172. Budget. These tables cover records pertaining to the preparation, analysis, justification and control of the Air Force budget for appropriated funds; funding of approved programs and projects within appropriation; analyses of appropriations and expenditures in comparison with budgeting estimates and objectives; and furnishing of budgetary advice and guidance.

TABLE 172-1

BUDGETARY ANALYSES, SUMMARIES AND SPECIAL STUDIES

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	analyses	interpretations and analyses of Executive Orders, statutes, other government policies, regulations and instructions, correspondence, reports, and related records (such as cross-servicing and joint-servicing agreements) that reflect on negotiations and consummations of interdepartmental and interagency agreements affecting budgetary responsibilities		retire as permanent (see note)
2	summaries and special studies	special pricing exercises, projects, working group reports, correspondence, and related data	at HQ USAF	destroy 2 years after FY in which created (EXCEPTION when records are needed for justification or other purposes, chart 2-1, item 5, applies)
3			at MAJCOMs and below	
4	international balance of payments forecasts	form reports, studies, analyses, work sheets, correspondence, and related data that reflect estimated DoD expenditures in foreign countries for national military construction (including DAF personnel expenditures)		

TABLE 172-1. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
5		source documents, feeder reports and supporting data that reflect estimated DoD expenditures in foreign countries for national military construction (including DAF personnel expenditures)		destroy when superseded, obsolete or after 2 years, whichever is sooner (EXCEPTION when records are needed for justification or other purposes, chart 2-1, item 5, applies)

NOTE. Offer to National Archives in 5-year blocks when latest record is 25 years old

TABLE 172-2

ESTIMATES AND FINANCIAL PLANS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	development	records that document the formulation, development and establishment of approved budgets and financial plans, such as letter directives from higher authority (higher AF echelons, Office of Secretary of Defense, Office of Management and Budget, and congressional appropriations committees), operating budget forecasts, which include foreign currency budgets, minutes of working groups, and committee meetings, approved budget estimates, financial plans, reports, justification data, correspondence, and related information	at HQ USAF and MAJCOMs	retire as permanent (see note)
2			below MAJCOMs	destroy 2 years after FY in which created (EXCEPTION when records are needed for justification or other purposes, chart 2-1, item 5, applies)
2.1			at other than budget offices	destroy 1 year after the close of the FY to which it pertains
3	call for estimates	the "call" for estimated budget authorizations, advices of allocation, suballocation and allotments, the transfer of funds, reimbursements and other fiscal transactions, with correspondence, reports, manual statistical listings, mechanized runs, and related data		destroy 2 years after close of the FY in which appropriated funds are obligated (EXCEPTION when records are needed for justification or other purposes, chart 2-1, item 5, applies)
4	congressional hearings	correspondence, budgetary statements, forms, reports, transcripts, inserts for hearing records, budget estimate instructions, and other related backup material that are or reflect data furnished congressional appropriations committees during budgetary hearings	at preparing offices and are not included in published congressional hearing records	retire as permanent (see note).
5			published in congressional hearing records or are furnished monitoring activities for use during congressional budgetary hearings	destroy 2 years after FY in which budget hearings are held or when no longer needed, whichever is later

NOTE Offer to the National Archives in 5-year blocks when latest record is 25 years old

TABLE 172-3
FUNDING RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	apportionment	form reports showing Air Force requests, Office of the Secretary of Defense and Office of Management and Budget approvals, with justification data, correspondence and related papers	at HQ USAF	destroy when no longer needed, but not later than 20 years after FY in which created
2			at MAJCOMs and below	destroy 2 years after FY in which created (EXCEPTION when documents are needed for justification or other purposes, chart 2-1, item 5, applies)
3	allocation and allotments	reports, studies, worksheets and similar support documentation, accountability ledgers and other accounting media pertaining to the disbursement of public funds pertaining to annual, multiple and/or no-year appropriations		destroy 2 years after close of the FY in which appropriation was made available for obligation, or on receipt of notification of liquidation of funds
4	program project and appropriation control	funding folders, approved budget and financial plans, program authorizations, budget authorizations, apportionments, allocations, distribution schedules, status reports, and supporting documents for monitoring obligations of the funds		
5	industrial management, stock and working funds	apportionment requests, funding charters and financial plans, audit reports, budget authorizations, allocations, expenditure projections, civilian personnel analysis data, with correspondence, analyses, and related information	at HQ USAF/ MAJCOMs/major subordinate commands	destroy when no longer needed, but not later than 20 years after FY in which created
6		source documents, feeder reports and support data		destroy when superseded, obsolete, or 2 years after close of the FY in which funds were made available for obligation
7	foreign military assistance appropriation and funding	records that reflect on the procurement, allocation and allotment of multiple and/or no-year appropriation trust funds, training and grant aid appropriations, such as correspondence, reports, studies, analyses, accountability ledgers and other accounting media with budget authorization, allotments, and related financial data	at HQ USAF/ MAJCOMs/major subordinate commands	destroy when no longer needed, but not later than 20 years after FY in which created
8		source documents, feeder reports and support data		destroy when superseded, obsolete, or 2 years after close of the FY in which funds were made available for obligation, or on receipt of notification of funds
9	military construction	budget authorizations, advices of allocation, suballocations and allotments, major construction program vouchers, program listings, estimates, approvals, control documents, correspondence, analyses, and related data	at HQ USAF	destroy when no longer needed, but not later than 20 years after FY in which created
10			at MAJCOMs and major subordinate commands	destroy 15 years after receipt of notification of liquidation of the funds

TABLE 172-3. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
11		source documents, feeder reports and support data		destroy when superseded, obsolete, or 3 years after close of the FY in which funds were made available for obligation, or on receipt of notification of liquidation of the funds, whichever is applicable.
12	Deutschemark construction	advices of allocations, suballocations and allotments, including reports on the Deutschemark, Defense Support and Occupation Cost Fund, analysis of appropriation status by activity, project and/or Deutschemark activity, with correspondence and related data	at HQ USAF	destroy when no longer needed for reference, but not later than 20 years after FY in which created
13			at MAJCOMs and major subordinate commands	destroy 15 years after receipt of notification of liquidation of the funds
14		source documents, feeder reports and support data		destroy when superseded, obsolete, or 3 years after close of the FY in which funds were made available for obligation
15	statistical control data	daily machine listings of billings and withdrawals, daily object codes, project cumulative listings, card control records, and comparable control data		destroy after 1 year or when no longer needed, whichever is later

TABLE 172-4

BUDGET REPORTS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	appropriations status reports	end of fiscal year annual reports reflecting an analysis of the status of appropriations by operating agency code, project and/or activity, with correspondence and related data		destroy after 5 years
2		all other reports with correspondence and related data		destroy 3 years after the end of the fiscal year
3	(RESERVED)			
4	RCS reports	required reports used to prepare budget estimates, financial plans, adjustments and revisions thereto, for posting appropriation registers, and generally to monitor funding authorizations, commitments, obligations initiations, disbursements and other fiscal transactions not covered elsewhere in the 172-series tables		destroy when superseded, obsolete or after 2 years, whichever is sooner (EXCEPTION when records are needed for justification or other purposes, chart 2-1, item 5, applies)
5	ADP management information system, computer systems program	budget supporting data computer system program (CSP)-1, card summaries and master files used to support the funding requirements included in the President's budget	at HQ USAF	destroy after 7 years

173. Cost Analysis. This table covers records pertaining to the policies, principles, and instructions for performing cost analysis throughout the Air Force, including cost information systems, planning factors, cost analysis methods and procedures, cost estimating, and cost estimate tracking, and Life Cycle Cost.

TABLE 173-1
COST RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	cost estimating relationship/cost factor program	reports, analyses, correspondence, and related data which provide a chronology of O&M appropriations costs by organization and program element	at HQ USAF and MAJCOMs	destroy after 10 years or when no longer needed
2		support documents, data processing cards, statistical tabulations, and other working papers		destroy when superseded, obsolete, or after 2 years, whichever is sooner
3			below MAJCOMs	destroy after 1 year, or when superseded, obsolete, or no longer needed
4	cost information reports (CIR)	contract cost-data summaries, functional cost-hour reports, progress curve reports, FY functional cost-hour reports, comparable reports, and correspondence	at AFSC, ASD, ESD, SAMSO and similar organizations	destroy paper records when converted to computer input data
5				store computer input data in ADP data banks
6		individual program data files relating to CIR reporting requirements	at HQ USAF and HQ AFSC	destroy after the acquisition phase of each program

***175. Auditing.** These tables cover records pertaining to the policies and procedures for auditing Air Force accounts, including internal audits of accounts and records covering military property, sales, appropriated funds, nonappropriated funds, real property, Air Force control system, industrial audits, verification of accounting and finance officers' accountability, and surveys of accounts and records of contractors. This series includes procedures for processing audit reports and tracking and following up on audit reports.

*TABLE 175-1
INTERNAL AUDIT AND CONTROL RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	installation-level audits	installation reports of audit	at activities having custody of records audited	destroy with the records to which they pertain
2			held by installation commanders or audit focal points and intermediate or MAJCOM OPRs or audit focal points	destroy 2 years after all management actions have been completed provided deficiencies have been corrected (see table 175-2)
3			other management copies	destroy when all useful purposes have been served
4		retained copies of installation reports of audit	at Audit Agency area audit offices	destroy 5 years after close of FY in which issued, provided management actions and audit followup have been completed and all useful purposes have been served (see note)
5			at Audit Agency MAJCOM representative offices	destroy 1 year after all management actions have been completed (See table 175-2)
6			other Audit Agency copies	destroy when all useful purposes have been served

TABLE 175–1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
7		audit programs and working paper files	at Audit Agency area audit offices	destroy after 3 years provided all management actions and audit followup have been completed and all useful purposes have been served (see note)
8	commander's audit program	commander's audit program reports of audit	held by installation commanders or their staff	destroy after all useful purposes have been served
9			at Audit Agency area audit offices	destroy 1 year after the FY in which the report was issued provided audit followup has not been requested
10		audit programs and working paper files		
11	public accountant audits of nonappropriated funds	public accountant reports of audit	at nonappropriated funded activities	destroy when next public accountant or Audit Agency report is issued
12			held by installation commanders or audit focal points and intermediate or MAJCOM OPRs or audit focal points	destroy 2 years after all management actions have been completed provided deficiencies have been corrected (see table 175–2)
13			other management copies	destroy when all useful purposes have been served
14			at Audit Agency area audit offices	destroy after next public accountant or Audit Agency report of audit is issued
15			at Audit Agency MAJCOM representative offices	destroy 1 year after all management actions have been completed (see table 175–2)
16			other Audit Agency copies	destroy when all useful purposes have been served
17	centrally directed audits	Air Force reports of audit	at activities having custody of records audited	destroy with the records to which they pertain
18			held by MAJCOM or Air Staff OPRs/OCRs and associated audit focal points	destroy 2 years after all management actions have been completed provided deficiencies have been corrected (see table 175–2)
19			other management copies	destroy when no longer needed
20			at Audit Agency programming divisions	destroy 5 years after close of FY in which issued, provided management actions and audit followup have been completed and all useful purposes have been served (see Note)
21			at other Audit Agency activities	destroy 1 year after management actions and audit followup have been completed provided all useful purposes have been served
22		audit programs and working paper files	at Audit Agency programming divisions	destroy after all management actions and audit followup have been completed provided at least 3 years have elapsed (see note)
23			at Audit Agency area audit offices	destroy after all installation management actions and local audit followup have been completed provided at least 3 years have elapsed (see note)

TABLE 175-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
24	audit control and planning	data as to account or funds audited, period of audit, resources planned or expended, locations and time of audit, and statistical or audit planning information and correspondence	at Audit Agency area audit offices	destroy after 5 years
25			at Audit Agency Directorate of Operations	
26			at other Audit Agency activities	destroy when information becomes noncurrent and no longer has any useful purpose
27	Department of Defense (DOD) Office of Inspector General audits	reports of audit	at activities having custody of records audited	destroy with the records to which they pertain
28			held by MAJCOM or Air Staff OPRs/OCRs and associated audit focal points	destroy 2 years after all management actions have been completed (see table 175-2)
29			at Audit Agency Directorate of Operations	destroy 5 years after the close of the FY of issue provided all useful purposes have been served
30			held by the Assistant Auditor General	destroy 2 years after all management actions have been completed
31			other management or Audit Agency copies	destroy when all useful purposes have been served.
32	management tracking and status reporting	report of audit tracking summaries, RCS. DD-IG(SA) 1574 reports, and supporting records	at bases, MAJCOMs, or Air Staff offices and associated audit focal points	destroy 2 years after all management actions have been completed provided all useful purposes have been served
33			at Audit Agency Directorate of Operations and programming divisions	destroy 2 years after management actions and audit followup have been completed provided all useful purposes have been served
34			at Audit Agency MAJCOM representative offices and held by the Assistant Auditor General	destroy 1 year after management actions have been completed.

NOTE· Reports of audit and related audit working papers will not be held longer than 6 years unless the audit report contains information involving the pecuniary liability of individuals, amounts due any agency of the federal government, or litigation to which any agency of the federal government is a party In such instances, destroy records after subsequent audit reports disclose claims have been settled and/or all legal action (including appeals) has been completed and a total of 6 years has elapsed since the original audit report was issued

TABLE 175-2

RECORDS SUBJECT TO AUDIT OR INSPECTION (SEE NOTES)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*1	audit	unaudited accounts or records for which the specified retention period has elapsed	located at or controlled by Air Force activities	dispose of as provided in tables covering the records
*2		accounts or records for which the specified retention period has elapsed and audit report(s) disclosed no deficiencies		

TABLE 175-2. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
*3		accounts or records when audit report(s) disclosed deficiencies involving monies owed to the US Government		retain the audit report and the records for 2 years after the the report issuance, then dispose of as provided in tables covering the records, provided all collection actions are completed
*4		accounts or records when audit report(s) disclosed deficiencies which involve suspected fraud, falsification of documents, or criminal conduct		retain the audit report and the records for 2 years after the report issuance, then dispose of as provided in tables covering the records, provided all litigation (including appeals) and disciplinary action is completed
*5	investigations of GAO, DOD, or AF "hotline" allegations	accounts, records, supporting records and working papers not covered by rules 3 and 4		retain the audit report and the records for 2 years after the report issuance, then dispose of as provided in the tables covering the records

TABLE 175-3

RECORDS HELD FOR GENERAL ACCOUNTING OFFICE (GAO) AUDIT

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	site or comprehensive audit by GAO	original money accounts, vouchers, contracts, and their supporting records that are or have been audited by GAO		send to HQ AFAFC/DAD where they will be retired to the Denver Federal Archives and Records Center (FARC) to be disposed of per table 177-5 (see note 2 below)
2		records in rule 1 that are unaudited, held over 3 years from closing date of last period audited (see note 1)		

NOTES

1 If unaudited records present a storage problem within the 3-year hold period, submit a request for transfer approval through the Command Records Manager (RM) to HQ AFAFC/ DAD

2 For shipping instructions see chapter 7

176. Nonappropriated Funds. These tables cover records pertaining to the administration of and accounting for nonappropriated funds (NAF):

a Records of the Air Force Aid Society, Boy Scouts of America, women's clubs, and other such activities which have no official status with the AF are not official AF records. Therefore, this directive does not apply.

b The Air Force Welfare Board administers the Air Force Central Welfare Fund, the Central Membership Association Fund, and such other nonappropriated funds directly assigned to the Board. Related records of operational matters concerning personnel management, financial management, and funding controls are covered in the following tables Retain records subject to audit or inspection until cleared for disposal by the commander.

c Disposition of Air Force Base Exchange records is governed by AAFES Manual 5-1.

TABLE 176–1
NAF ADMINISTRATIVE MANAGEMENT RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*1	historical files	a charter, articles of agreement or constitution and bylaws, minutes of meetings, agenda, policy directives, program authorizations and changes thereto, reports, studies, charts, maps, and correspondence relating thereto that provide a chronology of NAF programming and operations from the inception of an instrumentality through to the discontinuance of an activity or the dissolution of a fund	at the Air Force Welfare Board at HQ AFMPC	retire as permanent (see note)
*1.1			at all other NAF activities	destroy 7 years after dissolution of NAF instrumentality
*1.2		records in rule 1 that are changes to policy directives, program authorizations, and/or background and support papers		destroy when no longer needed
2	inspection reports	inspections conducted by command requirements or as directed by higher authority		destroy on discontinuance of an activity, or fund, whichever is sooner
3	organizational charts	separate charts outlining in detail each segment of the NAF organization		
4		supporting data, pertinent changes, and related correspondence		destroy when no longer needed.

*NOTE Offer to the National Archives in 5–year blocks when latest record is 25 years old

Table 176–2 has been renumbered Table 40–7.

TABLE 176–3
NAF FINANCIAL MANAGEMENT

RULE	A If the documents are or pertain to	B consisting of	C which are	D then
*1	budgetary data	merchandise, payroll, profit/loss, cash flow, and capital expenditure budgets	at NAFFMB as a result of monthly, quarterly, or yearly budgeting practices	destroy after 5 years
2		data on advanced approvals of expenditures for fixed assets, such as authorizations for improvements, additions to buildings, purchase and installation of equipment, etc		
2.1		copies of documents described in rules 1 and 2	at NAF activities	destroy after 1 year or when no longer needed, whichever is sooner
3	financial statements and reports	statements (including consolidated), reports of audit and of inspections	at preparing activities above base level	destroy after 5 years
4		monthly and quarterly statements and reports, with substantiating data	at preparing activities at base or unit level	destroy after 4 years
4.1			at other than preparing activities	destroy when no longer needed
5		working papers and other support data relating to statements and reports in rules 3 and 4		destroy when no longer needed
6		informational copies of unit fund statements and reports, with related correspondence (including retained copies of preparing activity reports)	at other than preparing activities	

TABLE 176-3. CONTINUED

RULE	A If the documents are or pertain to	B consisting of	C which are	D then
6.1		computer listings of command input comprised of edit, error, out-of-balance and discrepancy data used for internal processing	at HQ AFMPC	destroy after 4 months
6.2		monthly and quarterly consolidated command reports, such as statement of financial condition, statement of income and expense, NAF statement of employee census and other related data for all fund categories, e g , welfare, membership, revenue producing and special funds	at HQ AFAFC and HQ AFMPC	destroy after 5 years
7	claims	reports of incidents, supporting and background evidence, with related correspondence that reflect on the loss of funds, accidents, entries/omissions in official records, military disciplinary actions and/or criminal actions		destroy 4 years after claim is settled or otherwise closed
8	board proceedings	reports, supporting data, and related correspondence that relate to NAF losses and investigations thereof		destroy after 3 years (EXCEPTION when data is needed to support a claim, rule 7 applies)
9	NAF custodian certificate	memorandum receipts of cash, other negotiable instruments, certificates of inventories of assets and liabilities assumed by a temporary replacement or successor custodian	with financial management officers	destroy 12 years after change of custodian
9.1			at NAF activities	destroy 1 year after change of custodian
10	insurance	property, group life, accident and health, theft, burglary/robbery, money and security, Workman's Compensation and Employer's Liability, Fidelity, required for protection of all NAF assets		destroy 4 years after expiration, discontinuance of the protection, or liquidation of the fund, whichever is sooner
11		control registers which provide a detailed record of all policies and self-insurance owed that are also used to compute the charges to be amortized each month		destroy after 2 years
12	loans and grants	requests for loan/grant, legal instruments (contract or agreement), and related control data used for control of payments made, balances due, etc		destroy 5 years after expiration, cancellation or termination of loan or grant
13	investments (government or government agency securities)	savings bonds, treasury notes, bills, bonds and certificates, and documents used to negotiate transfer, reissue, deposit, and for redemption of the securities used for control of payments made, balances due, etc		destroy 5 years after transfer or liquidation of the security
14	general ledger	ledger sheets in accounting books of final entry		destroy after 6 years, 3 months
15	journals, registers and ledgers	basic books of accounts wherein all classes of transactions are originally recorded general journals, cash receipts, journals, check registers (cash disbursement journals), voucher registers (accounts payable ledgers), recurring or closing journals, payroll journals		destroy after 3 years
15.1		daily/monthly transaction machine cards		destroy 45 days after necessary reconciliations are made with pertinent records
16	working funds	reports, bank checks (triplicate copy), petty cash vouchers (duplicate), and copies of bank deposit slips	record copies at NAFFMB reflecting all deposits, reimbursements, and a running balance of cash in the bank	destroy after 4 years or on liquidation of the funds, provided a terminal audit is satisfied, if discrepancies are involved, see table 175-2

TABLE 176–3. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
16.1			copies at preparing activities	destroy 120 days after month prepared
17	monthend working papers	records of bank (CBP) reconciliations, and other audit working papers used for detailing general ledger control account balances		destroy after 2 years
*18	daily reports	reports of detail merchandise, cash, sales, food, service, etc , with sales slips, cash register tapes, register adjustment, charge, credit transfer, retail price change, cash receipt vouchers, and other related records	record copies reflecting in summary a report on cash and charge sales used to support entries on the consolidated daily report	destroy after 4 years, provided account is clear
*18.1			all other copies	destroy 120 days after month prepared
*19		consolidated daily reports	record copies used to support entries in cash receipts journals and for posting the subsidiary accounts receivable ledger	destroy after 3 years, provided account is clear
*19.1			all other copies	destroy 120 days after month prepared
20	(RESERVED)			
21	accounts receivable	individual subsidiary records of amounts due the fund, and supporting documents	office of record copies reflecting merchandise sale on credit basis	destroy after 4 years, provided the account is clear
21.1			copies at using activities other than the office of record	destroy 120 days after month prepared
22	prepaid expense (deferred charge)	accounts control data used to determine charges to be amortized each month reflecting the balance of an expenditure carried forward to be written off in one or more following periods		destroy after 2 years
23	disbursements	checks, separate accounts payable vouchers with supporting purchase orders, receiving report invoices, petty cash vouchers that reflect on purchases of merchandise, supplies and services		destroy after 4 years
24		checks in payment of proceeds of loans or other receivables		destroy when loans or receivables are closed
*25	open mess guest checks	copy of guest check that reflects on food and beverage items purchased or charged by member or guest		see table 215–6
*25.1		copy of guest check that reflects on package liquor sales		
*26		kitchen copy of guest check		
*27	bingo	signature sheets and other pertinent data	record copies reflecting prizes awarded and related transactions	destroy after 2 years
*27.1			all other copies	destroy 120 days after month prepared
*28	machine reports	vending and amusement machine reports, reimbursement slips, slot machine jackpot receipts	record copies reflecting incomes from various machines	destroy after 2 years
*28.1			all other copies	destroy 120 days after month prepared

TABLE 176-3. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*29	collection	cash collection receipts	record copies reflecting collection of NAF membership dues, concession income and related collections	destroy after 4 years
*29.1			all other copies	destroy 120 days after month prepared.
*30		receipt books and duplicate receipts	record copies	destroy after 1 year
*30.1			all other copies	destroy 120 days after month prepared
*31		accounts control records	record copies	destroy 4 years after NAF membership is cancelled or otherwise terminated, provided the account is clear
*31.1			all other copies	destroy 120 days after NAF membership is cancelled or otherwise terminated, provided the account is clear
32	theater accounts	film inspection reports, financial statements, payroll vouchers, reconciliation of receipts and tickets, cashier reports, admission ticket accounts, attendance rosters, paid/free admission, cash/disbursement books, bank statements, and cancelled checks		destroy after 2 years
33	book department data	financial statements, certificates of inventories and other data pertaining to internal/external transactions (Air Force/other government agencies reflect the procurement and resale of books		destroy after 4 years (EXCEPTION destroy records required for support of any claim—criminal or other action—when action is resolved, provided the retention period has elapsed)
34	(RESERVED)			
35	control records on accountable coupons, tokens, chits, etc	control logs, registers and destruction certificates used to control this type of credit system		destroy after 2 years
36	hospital fund accounts	ledgers, journals, council books, cash/disbursement receipts, financial statements, cash vouchers, vendors invoices, contracts and purchase orders that reflect on the administration of activities financed by central and individual hospital funds		destroy after 4 years (EXCEPTION destroy records required for support of any claim-criminal or other action-when action is resolved, provided the retention period has elapsed)
37		property records		destroy after related property is disposed of (EXCEPTION destroy records required for support of any claim—criminal or other action—when action is resolved, provided the retention period has elapsed)
38	individual earning data	records of wage payments subject to taxes, containing the amounts, dates, name, address and occupation of employee, period of employment, social security data, quarterly and annual tax returns filed, and the dates and amount of tax money deposits	at activities financed from NAF	destroy 4 years after year wages are paid For exceptions see note 4

TABLE 176-3. CONTINUED

RULE	A If the documents are or pertain to	B consisting of	C which are	D then
38.1		individual pay records, forms or mechanized listings in lieu thereof	record copies at NAFFMB and used to record information concerning all earnings, deductions and adjustments made to each employee's pay during a calendar year	send to NPRC (CPR) when records are 3 payroll years old, whether audited or unaudited, where they are eligible for destruction 56 years after date of last entry or with personnel folder (see notes 1 and 2)
38.2			copies at other activities	destroy 90 days after month prepared
39		employees withholding exemption certificates (W4s)		retain as long as in effect and for 4 additional years, and destroy (EXCEPTION for Army and Air Force Motion Picture Service (AAFMPS), see note 3)
*39.1		time and attendance reports used for recording hours of work, regular, overtime, leave, and similar data, transfer and change of rate forms, separation notices, time recapitulation sheets, cancelled payroll checks, other comparable and supporting data		destroy after 3 payroll years (EXCEPTION on discontinuance of an instrumentality destroy when any discrepancy involved is cleared per table 175-2) (also see note 2 of table 40-7)
*40	unit funds	requests for funds (cash disbursements), receiving reports, invoices, minutes of council meetings, other funding data, and related correspondence	at squadrons or below for on-base activities, Reserve components, and for isolated units administered by a NAFFMB	destroy when notified by NAFFMB that account is in balance.
41		purchase orders, charge purchase register, vouchers, cash control records, other funding supplementary data, and related correspondence	at squadrons or below or at unit fund custodians who are authorized separate accounting by MAJCOMs	apply disposition instructions in table 176-3 across the board, as appropriate (EXCEPTION where volume is small, records may be retained intact until 4 years after close of FY in which funds were allocated, and destroy)
42	minutes of meetings	minutes serving for control of fund expenditures (not a duplication of minutes covered elsewhere in this regulation)	held by fund custodians	destroy with related accounting records
43	packaged alcoholic beverage sales slips	sales slips/purchase register	at alcoholic beverage outlets	see table 215-5
43.1	sales slip book log	sales slip book logs used to record the issue, use and destruction of sales slips		
44	chaplain funds	life of the fund orders establishing funds, disbursement limitations, waivers, records of dissolution and other similar papers	at installations	destroy 6 years after FY in which fund is dissolved
44.1		orders appointing fund custodians, approval for NCO custodians, records authorizing petty cash, warranty information and operating instructions for property, maintenance history of property		destroy when superseded, revoked, obsolete or when no longer needed
44.2		letters appointing fund councils, accounting records and purchase order registers		destroy 6 years after end of FY to which they pertain

TABLE 176-3. CONTINUED

RULE	A If the documents are or pertain to	B consisting of	C which are	D then
44.3		monthly accounting records minutes, statement of operations and net worth, bank statements and cancelled checks, chapel offering certificates, bank deposit slips, receipts, vouchers, expenditure vouchers and supporting documents, purchase orders		destroy 4 years after end of FY to which they pertain (EXCEPTION destroy documents required for support of any claim when action is resolved provided the retention period has elapsed)
44.4		contracts		dispose of per table 70-1
44.5		letters, indorsements, fund council agendas and related supporting documents and other correspondence related to general administration of the funds but not needed as supporting documents for the accounting documentation		dispose of per table 10-1, rule 2
44.6		nonexpendable property records and disposition of property records	at MAJCOMs and installations	destroy after disposition of assets
44.7		statement of operations and net worth	at other than installations	destroy after 2 years
*45	collection sheets and fee registers	bowling lane score sheets		destroy after 1 month
*46		field ration mess supplemental service charge collection sheets	record copies	destroy after 2 years
*46.1			all other copies	destroy 120 days after month prepared
*47		golf course fee registers, swimming lessons and pool registers, etc	record copies	destroy after 2 years
*47.1			all other copies	destroy 120 days after month prepared
48	other supporting documents required for audit/inspection	documents that may not be included in specific detail in rules 1 through 47, providing detailed transaction breakdown in support of vouchers or accounting entries (maintained with the voucher or as a separate reference collection), debit or credit advice; fund allocation authorization certified excerpts of council actions, board of officers' actions, inventory adjustments, legal records of establishment or cancellation of claims, other necessary authorization in support of accounting entries		destroy after 3 years, provided related accounts have been audited or inspected or otherwise cleared for disposal

NOTES

1 In shipping records to the records center, include copies of pay or leave records which were forwarded for use in settlement of claims (If during the payroll year, a change is made from machine to manual posting or vice versa, interfile the forms used without regard to the difference in size. Making an adding machine tape of the yearly total of net payments Tape total must equal the net pay total for year shown on the payroll control register The tape is retained by the civilian pay area and disposed of with the related payroll register) Pack records for shipment as stated in chapter 7. List the name and location of all bases, stations, etc , other than parent organization, for which civilian payroll services were performed during the period covered by the records being shipped.

2 At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with this table

3 For original W4s at HQ AAFMPS, retain as long as in effect, destroy after 4 additional years For duplicate W4s in theater files, retain as long as in effect or until employee is separated, then destroy

4 For Turkish employees, retain in Turkey after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy

TABLE 176-4

NAF REAL PROPERTY MANAGEMENT RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	title papers	deeds, court orders, land survey notes, maps, land title opinions, abstracts of certificates of title, and other evidences of title, including purchase contracts, agreements, court proceedings and judgments entries, documents of payments, additional land descriptions, with related correspondence that document the acquisition of property by purchase, donation, condemnation, exchange, and other such actions		destroy 10 years after unconditional sale or release of conditions, restrictions, mortgages, or other closure, termination, or cancellation of agreement
2	property accountable data	individual property cards or ledger sheets showing original costs, major improvement, depreciation, and other data, with supporting project estimates, justifications, transfer vouchers, receiving reports, and correspondence essential to the utilization of fixed assets or physical property, which shall remain with the property		transfer with property on jurisdictional transfer or return of property to local (CONUS) or foreign (oversea) government control
3		records in rule 2 that relates to buildings or equipment which is disposed of by lease termination, demolition, or salvage		destroy 5 years after related property or equipment is disposed of, provided any needed corrective action is accomplished per table 175-2
3.1		monthly/quarterly property listings	originals at NAFFMB	destroy after 2 years
3.2			copies at NAF activities	destroy when next listing is determined accurate
3.3			work copies at NAFFMB and used for other than inventory	destroy on receipt of next listing
3.4			at NAFFMB and used for annual disinterested party inventory, and inventory team work papers	destroy after completion and approval of next inventory
4	excess and surplus property	correspondence, reports, vouchers and attached supporting data, stock records cards, turn-in slips, shipping records that reflect status of all transfers, donations, or disposals of property		destroy after 5 years, provided any needed corrective action is accomplished per table 175-2
5	property/equipment control	requisitions, issue slips (receipt records), other control data, and related correspondence that serve to monitor requests for issuance or return of properties		destroy on return of properties, or when superseded by a later receipt or signed inventory listing
6		chaplains nonexpendable property records and related data		see table 176-3

TABLE 176-5

NAF PROCUREMENT RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	individual case files	bids, contracts, modifications, or change orders, with other contractual instruments, supporting data, and related correspondence pertaining to the procurement of supplies, equipment, and services that include contracts for construction, modifications of facilities, and other services, except concessionaire services		for disposition see table 70-1

TABLE 176-5. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
2	invitations for bids	bids, abstracts for bids, and other data, with related correspondence pertaining to procurement by formal advertising and requests for proposals when made by negotiation	successful bids	forward for inclusion in individual case file (see rule 1).
3			unsuccessful bids (no award made)	destroy after 3 years
4	individual vendor files	catalogs, brochures, and miscellaneous material indicating supplies and services offered by each vendor; correspondence regarding changes of address, mailing lists, and comparable records		destroy when superseded, obsolete, no longer needed, when vendor is removed from list of suppliers, or on inactivation of the activity, whichever is sooner
5	concessionaires	approved applications from prospective concessionaires		forward for inclusion in case file (see rule 7)
6		disapproved applications from prospective concessionairies		destroy when service is considered undesirable.
7		case files containing approved applications, agreements, financial statements, certificates of insurance, data on installation of equipment, fixtures, that reflect on various independent concessions, such as barber and beauty shops, news stands, etc		destroy 4 years after termination or cancellation of the agreement.
8		letters of complaint, notices of noncompliance with the agreement, reports of violations of fire, sanitation, security, traffic regulations that reflect on various independent concessions, such as barber and beauty shops, news stands, etc		destroy 1 year after termination of agreement

TABLE 176-6

NAF SUPPLY RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	merchandise stock	a perpetual inventory comprised of forms and cards showing, by item, the receipt, issue, balance on hand, and unit cost placed in an inactive file when stock reaches a zero balance and is not to be restocked, or when balances are transferred to a new card or form		destroy inactive file after 2 years.
2	food and services	monthly inventory sheets		destroy after 2 years.
3	theater equipment	consolidated property records, such as shipping records, receiving reports, registers of vouchers, related records, and reports of the receipt, issue, and transfer of each item of nonexpendable sound projection and theater equipment		destroy 1 year after receipt of new consolidated property record
4	requisitions	originals of requests for merchandise for central or comparable storerooms		destroy after 2 years
5		copies of above		destroy after 2 months
6	vouchers	originals of merchandise transfers or adjustment accountability vouchers		destroy after 2 years.
7		copies of above		destroy after 2 months
8	applications	letters of application for bulk supplies		destroy after 1 year
9	ration cards and coupons	certificates covering the destruction of used and unused cards and coupons		destroy after 2 years

TABLE 176-6. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
10		certificates or affidavits concerning the loss of cards		
11		control registers		
12		unused obsolete, mutilated, or terminated ration cards/coupons issued to military and civilian personnel for use in military exchanges to ration selected items		destroy when no longer entitled to ration privileges, on accomplishment of a new ration card or when covered in rule 9, 10, or 11
13	Japan Central Exchange	sales slips reflecting on Chinese-type merchandise		destroy 3 years after date of sale

TABLE 176-7

NAF RECREATIONAL SERVICES RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	publicity	monthly schedules of activities, informational bulletins, leaflets, and related published data that reflect on NAF club activities or other recreation programs		destroy when no longer needed
2	membership	applications for membership, related correspondence, issuance of member cards or plates, letters of resignation, indefinite suspensions that reflect on membership, privileges of swimming pools, golf courses, etc		destroy 1 year after termination of membership.
3		control registers		destroy 2 years after final entry
*4	billeting accommodations	bed cards or registration cards and receipts used in lieu of bed cards that pertain to visiting officer quarters (VOQs) and transient airman quarters (TAQs)		see table 90-3.
*5		accommodations records for room or bed occupancy controls that pertain to VOQs and TAQs		
6	theater	authorizations for working balances, motion picture schedules, employment of personnel, and related data		destroy when superseded, obsolete, or cancelled
7		operational data pertaining to presentation of programs, cancellation of showings, and related data		destroy after 2 years.
8 9 10	(RESERVED)			

177. Accounting and Finance. These tables cover records pertaining to administration and operation of the AF accounting system. These are manual and mechanized records accumulated by all AF activities. They are used to show results of accounting operations and to effect the official financial position of the activity. They relate to monies due the AF for sales, service, rentals, and other revenue; values of inventories, equipment, aircraft, buildings, and other assets; monies the AF owes to other government agencies, foreign governments, contractors, and other liabilities, and all other transactions affecting the accounting operations and the financial position of the AF. (NOTE: In an inactivation, follow the procedures in AFR 177-101, part 2, chapter 1 At oversea accounting and finance offices when circumstances do not permit the regular retention period, or when storage is not available, submit a request for the disposal of copies of retained accounts records to the Commander, Air Force Accounting and Finance Center, for approval.)

TABLE 177-1

FINANCIAL STATEMENTS AND CONTROLLED REPORTS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	consolidated statements and reports	records reflecting on allocations, appropriations, net disbursements, reimbursements, trial balances, accountability, financial material, violations of AFR 177-16, costs, expenses, military and civilian pay, medical income and equipment data, foreign military sales, real property, supporting records, and related schedules	at MAJCOMs	destroy after 5 years
2			at major subordinate commands and below	destroy after 4 years (see table 177-15)
3	statements of certification	statements which attest to having read AFR 177-16		destroy 1 FY after FY during which individual transfers (PCS), is reassigned to duties not requiring statement or is separated from service
4	statement of accountability	SF1219, or comparable forms and supporting records reflecting summarizations of all collections, disbursements, and transfers for each account month	at field AFOs and reported to HQ AFAFC	destroy 2 years after accounts are cleared by HQ AFAFC
5	statement of designated depository account	original SF1149s and supporting records, such as negotiated or cancelled checks (or certified lists), bank statements, check reconciliation listings, and related papers		destroy after 6 years
6	controlled reports	correspondence and other papers relating to reports that include but are not limited to survey code reports, surety bond report, containing data required by HQ USAF for submission to other government agencies and the Congress	at HQ USAF and MAJCOMs	destroy after 2 years
7			at major subordinate commands and below	destroy after 1 year, or on inactivation of the office, whichever is sooner
8	reports of accounting and finance activities	workload and man-hour data	at MAJCOMs and below except HQ AFAFC	destroy after 2 years
9			at HQ AFAFC	destroy after 5 years
10	R&D job order cost accounting system (JOCAS)	job order estimates and job order time sheets	at major subordinate commands and below	destroy after 6 months or when no longer needed, whichever is later
11		records reflecting cost structure of job order standard rates and man-hour rates		destroy 1 year after superseded, or when no longer needed, whichever is later
12		job order cost accounting system tables, register listings, detailed listings, and management reports	at field cost center managers and other activities	destroy after 1 year or when no longer needed, whichever is later
13		monthly job order register listings other than last month of FY	at field AFOs supporting R&D job order cost accounting	
14		job order master history listing		destroy 4 years after FY in which created or when no longer needed, whichever is later
15		JOCAS tables, detailed listings, management reports, and the job order register listing for the last month of the FY		

TABLE 177-2

DEFENSE CONTRACT FINANCING PROGRAM

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	guaranteed loan contract negotiation	applications for V loans and related records, correspondence between the Federal Reserve Bank and guarantor, loan or credit agreements and supplements thereto, guarantee agreements and supplements, and related data	held in operating area for 2 years after case is closed	send to HQ AFAFC/DAD where they are destroyed after 4 additional years.
2		public vouchers (original) for purchases and services other than personal covering administrative expenses incurred by the Federal Reserve Bank in connection with loans made pursuant to Executive Order 10480		send to HQ AFAFC/DAD 1 year after completion of AF audit for retirement to Denver Federal Archives and Records Center (DFARC) after 1 additional year; DFARC will destroy these records 6 years and 3 months from date of account
3		card index control records that contain pertinent information concerning the financial status of the guaranteed loan borrowers		destroy when no longer needed or on discontinuance of the Defense Contract Financing Program, whichever is sooner
4	contract renegotiation	agreements and unilateral orders pertaining to the Renegotiation Act of 1948 (50 U S C App 1193) and 1951 (50 U.S.C 1211-1233), tax credit computations, correspondence, and related data	held in operating area for 2 years after case is closed	send to HQ AFAFC/DAD where they are destroyed after 4 additional years
5	contractors' indebtedness	collection vouchers, ledger sheets showing status of indebtedness, and related data		
6	banking facilities case files	correspondence, reports and related data that reflect establishment and operation of banking facilities and depositories, foreign currency, military payment certificates, military payment orders and US Treasury checks		destroy 6 years after termination of activity or inactivation of the installation

TABLE 177-3

INTERNATIONAL ACCOUNTING RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	financial transactions between the US and foreign countries or international organizations	copies of financial agreements and arrangements (originals at Dept of State), correspondence, and related data evidencing support rendered or received by the USAF (for grant aid records, see table 400-1)	at HQ USAF	retire as permanent
2			at MAJCOMs and below	see disposition governing the accounting records to which they pertain
3	accounts receivable and payable case files	international and intragovernment accounts containing basic accounting records, related posting records, reports, correspondence, copies of agreements, and collection and payment actions		destroy 4 years after final collection and/or payment was made, provided any corrective action required by audit has been accomplished (see table 175-2)

TABLE 177-3. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
4	foreign military sales (FMS) (military assistance)	shipping records, machine listings material inspection and receiving report (DD Form 250), country transaction report, and comparable and related records pertaining to accounting for expenditures incident to the Direct Forces Support Program, Common Items Programs, Excess Program, Foreign Military Facilities Program, Off Shore Procurement Program, and the Foreign Military Sales Program (formerly the Reimbursable Aid (RMA) Program)	at MAJCOMs and ALCs (including oversea depots) and other oversea and monitoring activities	destroy 10 years after FY in which case was closed
5			(RESERVED)	
6		FMS suspense control cards, daily and monthly detail delivery cards		destroy after 5 years
7	FMS case files	US Department of Defense Offer and Acceptance, collection history with receipts, disbursement records, delivery history with FMS transactions, audit summary sheets, computer ledger listings, and miscellaneous correspondence pertaining to the case	at HQ AFAFC	destroy 10 years after FY in which case was closed
8	detailed balance of payments transactions	reports of cash transactions affecting funds disbursed and/or collected		destroy 10 years after FY in which created
9	FMS billing	copies of statements of FMS transactions submitted to foreign governments and supporting documentation consisting of various computer listings and related correspondence; delivery, and case control listings		
10		operational copies of records in rule 9		destroy after 8 subsequent cycles have been received
11	collection and disbursement vouchers	operational copies		destroy after posting/balancing actions are complete or when no longer needed
12		copies of vouchers and supporting records maintained centrally for research and audit purposes		retire to Denver FARC after 3 years where they are destroyed 10 years after FY in which created.
13	command reimbursements	command lists, accounts payable lists, noninterfund transactions lists, and other products supporting FMS reimbursements to commands		
14		operational copies		destroy 3 years after discrepancies are resolved
15	reports of item discrepancies	forms and lists of discrepancies and related correspondence		retire to Denver FARC 3 years after discrepancy is resolved, and destroy 10 years after discrepancy is resolved
16	Army and Navy initial loading material	initial load cumulative list, case spread sheets, audit notes, FMS transactions, and related documentation		destroy 10 years after FY in which created
17	Army/Interfund	billing data which consists of Army Input Totals List, Rejected Army Interfund Transactions, Army Interfund Unmatches by Product Control Number (PCN), Register of Delete Out-of-Balance Actions taken, In-Balance Summary Cards List, Retail Stock Loss Allowance Transactions, Interfund Zero Balance Listings, Unidentified Input to Security Assistance Accounting Center (SAAC) Converter, FMS Interfund Summary Transactions, History File and other records pertaining to Army/Interfund		destroy 3 years after FY in which created

TABLE 177-4

REVOLVING FUND RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	industrial funds	printing requisitions		destroy after 1 year
2		ledgers (subsidiary and detail), registers, trial balances, requisitions, movement records, and supporting books of original entry		destroy after 2 years, provided any corrective action required by audit has been accomplished (see table 175-2)
3	Air Force stock funds	subsidiary ledgers, journal vouchers, books of original entry (including commissary journals)		destroy after 2 years, provided any corrective action required by audit has been accomplished
3.1		computer listings of base input comprised of prevalidation, edit errors, SRAN status, out-of-balance, and in-balance	at HQ AFAFC	destroy after 6 months
4	general ledgers	books of final entry (manual and machine form ledgers)		destroy after 6 years
5	financial statements	year-end statements		destroy after 5 years
6		copies of statements		destroy after 1 year
6.1		monthly, quarterly, semiannual and annual financial statements such as statement of financial condition, change in capital of the fund, etc , and division trial balances	at HQ AFAFC	destroy after 5 years.
7	medical/dental stock funds (B3500/BV products)	computer products including but not limited to A & F adjustment error list (B1D), daily materiel transaction list (B1F), daily update (B2E), BK1, BK2, and 1BT card transmittal list (B2Q), project funds management record list (daily) (C2A), cost center/due-out change list (C5P), due-in record audit list (F2H), claims payable/receivable status (F2N), cost center due-out reconciliation adjustment list (F3K), GLA transaction update (daily) (R7B), processing control report (R7C)	used primarily to support medical/dental stock funds general ledger update, to reconcile with the trial balance and to reconcile to expense, obligation, and reimbursement data in the general accounting (BQ) system	destroy after 3 months
8		local purchase and MILSTRIP payment listings (B3L/M), PFMR/CCR status (C1A) and reconciliation (EOM), Medical Materiel Accounting System output (C1Z), Medical Materiel Management Report, RCS HAF-SGS(M)7136, Project Funds Management Record List (EOM) (C2A), negative billings report (C2D), monthly reimbursable investment transactions (C2K); stock fund reimbursable sales and sales returns (C2R) customer billing records (C2S), excess to DPSC (EOM) (C3B), claims receivable/payable records (EOM) (C3P), on-order-intransit and payable listing (EOM) (C3W), summarized general ledger entry (C3Y); general ledger summary listing (C6B), cost center list (EOM) (F1A), procurement fund summary record list (EOM) (F2A); local purchase open item list (EOM) (F2M); MILSTRIP research and follow-up list (F2I), GLA transaction update (EOM), E, GLA, MGL, S transactions (C1C), DLA excess status deletions (B3B), delinquent accounts delete card list (F2P); details records written off list (F2Q)		destroy after 1 year
9	Air Force Stock Fund Reporting System (B3500/YO)	Air Force stock fund materiel accountant errors/messages, stock fund managers' errors/messages		destroy 30 days after report month
10		Air Force stock fund processing control		destroy after 1 year

TABLE 177-4. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
10.1		general ledger audit update		destroy after 6 years
11		Air Force stock fund trial balance, proof of accounts		destroy 2 years after close of the FY to which they pertain, provided any corrective action required by audit has been accomplished (see table 175-2)
12		consolidated payment history list		destroy after 1 year
13	RESERVED			
14	Automated Materiel Accounting System (U1050-II)	computer listings including but not limited to EOD, IMR and GLA update (D07), daily PFMR/OCCR update and reconciliation (D11), EOD punch-out, FIA code listing (D32), SF MACR status report (D08); daily fuels update and AMAS punch-out (D27)	used primarily to review SBSS transactions and their effect on the accounting records	destroy after 3 months or upon receipt of new listing, where annotation is required, retain record until annotation has been transferred to new record.
15		SF MACR status report (EOM-D08), daily fuels update and AMAS punch-outs (EOM-D27), local purchase and MILSTRIP payment list (D29), stock fund on-order, intransit payable list (M01); organization cost center lists (EOM plus all cost center report card lists) (M03), PFMR detail billing lists (M05), EOM punch-out (M12), SFIMR report (M18), fuels sales analysis report (M27), aviation fuels billings (including transfer out accounts payable and receivable list with supporting records-M28), stock fund unobligated and obligated due-out summary report (M29), SF billing products (M05/M33), PFMR reports (EOM) (M35), obligated due-out listings (M36), LP and MILSTRIP research and follow-up list (M37), major appropriated funded investment MACR status list (M07), equipment in use general ledger update list (M17), OP-26 fuels budget exhibit report (M39), equipment in use (Q03), investment inventory reconciliation (Q06)	used primarily to support AFSF general ledger update; to reconcile with the trial balance, and to reconcile to expense, obligation and reimbursement data in the General Accounting (BQ) System	destroy after 1 calendar year
16	machine cards	including but not limited to local purchase and MILSTRIP payment cards, AVFUEL obligation transaction cards, E and R cards, GLA cards, fuel sales analysis report cards, MILSTRIP follow-up cards, trial balance report cards, OP-26 report cards		destroy 30 days after month produced or processed
17		seller interfund cards		destroy 6 months after produced
18	AVFUEL Management Accounting System (AMAS)	AVFUEL transaction/edit list, Parts I through VII (F3A), AVFUEL Transient Refueling Suspense Control (F2D), AVFUEL Transient Open Item list (F3F)		destroy after 3 months
19		assigned aircraft validation control listing (F3E), wing/base aircraft summary (F3C), wing/base MDS summary (F3D), current month AZZ AVO, and AHR transmittal list (F3H), consolidated transaction history list (F2R)		destroy 1 year after close of FY
20	commissary accounting	monthly local purchase receipts at inventory value/standard and cost, interfund billing transaction list, delete transaction list, open item listing, monthly general ledger summary list, summary of receipts from DPSC sources		destroy after 1 year

TABLE 177-5

DISBURSEMENTS, REIMBURSEMENTS, COLLECTION AND CONTRACT RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	original accounts (money/disbursing)	collection and disbursing vouchers, bond issuance schedules, applicable control registers and listings, statements of accountability and supporting records, telephone and telegraph bills, Treasury statements and reconciliations, certificates of deposit, and comparable data	at HQ AFAFC for GAO	retire after 12 months to Denver FARC where they are destroyed 6 years and 3 months from date of account. EXCEPTION Hold original accounts pertaining to American Indians indefinitely
*2		substantiating records for the Joint Uniform Military Pay System (JUMPS) including the original document transmittal listing with supporting records such as reports of leave transactions, military pay orders, allotment authorizations, pay adjustment authorizations, pay record accessibility roster, leave certifications, and the original JUMPS data change transaction register	at HQ AFAFC for GAO	retire after 12 months to Denver FARC where they are destroyed after a total of 6 years and 3 months.
3		contracts with change orders, supplemental agreements, parts lists, drawings, charts, diagrams, and related data, concerning purchases and sales of materials, supplies, equipment and services, construction, lease of land, and other property data (also see table 70-1)	at Denver FARC for GAO	destroy after 6 years and 3 months
4		records described in rules 1 and 2	at bases for GAO	send to HQ AFAFC/DAD after 3 years (see table 175-3)
4.1		records described in rule 1	at bases for NATO Infrastructure Program	send copy of vouchers to HQ USAFE/DEXN (see table 86-4) and the original with the records in rule 1 above to HQ AFAFC/AJQED
5	Wherry or Capehart Act Housing	record of appropriations, reimbursement reports, vouchers, to include expenses, mortgage insurance premiums, and related accounting records	at HQ USAF	destroy 6 years, 3 months after final payment is made according to FHA amortization schedule or mortgage is paid (see note)

NOTE Obtain clearance from HQ USAF/LEE and HQ USAF/JA before authorizing destruction (See also table 90-1)

TABLE 177-6

LEDGERS, JOURNALS, LISTINGS, AND REPORTS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*1	general ledgers	ledgers, allocation files, and command files for bases	at MAJCOMs, major subordinate commands, and other operating agencies per AFR 177-130	destroy 6 years and 3 months after FY to which they pertain
2	reconciliation listings	credit and debit block registers, reconciled mechanical listings predetermined and brought forward, and lot proof listings		destroy after 6 months.
*3	daily audit lists	reconciled mechanical lists		destroy after one month

TABLE 177-7

LOSS OF FUNDS CASE FILES

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	losses of appropriated funds	reports of investigating officers and of proceedings of boards of officers, allied papers containing factual information on losses, correspondence, and related papers used to determine pecuniary liability for losses	cases in which the AFO is granted relief and no other person is held liable	destroy 4 years after date of last action (see note 2)
2			cases in which the 6-year statute of limitation allows an individual or bond company to file a claim for the amounts paid to cover losses of funds (see note 1)	destroy 6 years after date of last action (see note 2)
3		reports, substantiating data, miscellaneous correspondence concerning shortages/overages in accounting and finance officers' accounts, including but not limited to. quarterly report of unexplained losses, semiannual report on day-to-day operating losses/overages under $500, subsidiary accountability record, synopsis of final action on closed cases, letters and messages providing explanation of shortages	at HQ AFAFC	destroy after 5 years
4			at other than HQ AFAFC	destroy after 1 year

NOTES

1 Cases in which the 6-year statute of limitation applies are

a Cases in which loss is repaid voluntarily or involuntarily as the result of an approved finding of liability by an investigating officer, board of officers, the Commander of the Accounting and Finance Center, or by the Secretary of the Air Force

b Noninvestigated loss cases in which shortages were paid

c Cases certified to the GAO as uncollectible

2 Date of last action is the date GAO advises that the debt was collected, or collection efforts were terminated, and/or, if nothing is reported to AFAFC by GAO, 1 year from the date case was certified to the GAO

TABLE 177-8

CLAIM, COLLECTION, MISSING-IN-ACTION, KILLED-IN-ACTION, AND PRISONER-OF-WAR CASE FILES

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	pay and allowances (military and civilian)	records reflecting development and adjudication of claims for pay and allowances, travel and transportation allowances, reimbursements for transportation of dependents, and shipment of household goods	at HQ AFAFC	destroy 6 years after date of final action
*1.1		copies of rule 1 records pertaining to denied claims	at other than AFAFC	destroy 1 year after close of FY after final adjudication of the claim
2	corrected military pay and allowances	records used to adjudicate and make final determinations of adjustments consistent with 10 U S C 1552	at HQ AFAFC	destroy 6 years after date of final action
3	casualty records	correspondence and other data required to determine appropriate beneficiary and to facilitate expeditious payments, and replies to inquiries, used also for authorizing field payments of 6 months' death gratuity, and settlement of unpaid pay and allowances, and to adjust and prepare statements of accounts		
4	missing-in-action information	payments and adjustment records, copies of correction of records, correspondence with dependents, divorce decrees, marriage certificates, beneficiary records, and all supporting records for disbursements maintained until member's status changes		apply rule 3 or 4 1, as appropriate

TABLE 177-8. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
4.1	prisoners-of-war (POW)	rule 4 records used in administering member's financial affairs while in a POW status		destroy 56 years after member's return from POW status
4.2	missing-in-action (MIA), killed-in-action (KIA), and prisoner-of-war (POW) uniformed services savings deposit program (USSDP) accounts	quarterly cumulative records of USSDP deposits/withdrawals, individual settlement files and settlement listings used to determine status and history of members' USSDP accounts		destroy 56 years after last account is closed
5	remission/waiver of indebtedness	applications from military members and civilian employees for remission or waiver of indebtedness to government, including all supporting records and final determination		destroy 6 years after date of final action
6	fraud or forgery records	reports of investigations and correspondence created to establish amount indebtedness, and to effect collection		
7	commercial accounts of contract and sundry claims made against the government or vice versa	denied claims		
8		other than denied claims, which are returned to claimant, forwarded to field AFO, or MAJCOM headquarters and/or to GAO for final processing		destroy all remaining papers after 30 days, provided a case history card is processed (see rule 9)
9		case history record cards reflecting on claims other than those denied		destroy after 3 years.
10	collection case files	records initiating collection action and supporting indebtedness, including rebuttal letters from member, correspondence concerning indebtedness, and copies of applications for waivers for military members on active duty		retire to Denver FARC with substantiating records (see table 177-5)
11		rule 10 records for out-of-service member whose indebtedness was incurred while member was on active duty		associate with Management Case Files (T177-32) or retired pay folder T177-34)
12	garnishment actions	case files containing the legal process reflecting development, pay over orders, copies of pay vouchers, unhonored cases, and inquiries	in designated central control office	destroy 6 years after case is closed
13			in offices other than designated central control office	destroy 1 year after case is closed

*TABLE 177-9

REPORTS OF SURVEY, REGISTERS, CHARGES, COLLECTIONS, AND NOTICES OF EXCEPTION RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	reports of survey case files	reports of survey, records used in lieu of, and correspondence pertaining to, lost, damaged, or destroyed government-owned or leased property, investigations and reviews of facts and circumstances involved, assessment of financial liability and actions on waivers and appeals thereof, actions taken on debts resulting from assessments	at the report of survey (ROS) Administrator's office	destroy 6 years after final action by the appointing or approving authority

TABLE 177-9. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
2		retained copies of reports of survey, records used in lieu thereof, and related correspondence and supporting records	at preparing activities	destroy 2 years after initiation
3		retained copies of reports of survey used to support supply system stocks inventory adjustment vouchers or adjustments to in-use accountable property record items	at supply accountable offices	destroy 2 years from the date of adjustment
4		retained copies of reports of survey or records used in lieu thereof pertaining to damage to Air Force motor vehicles	at transportation offices and in unit vehicle control officer files	destroy per table 77-1
5		retained copies of reports of survey and related correspondence used to support assessment of financial liability	at accounting and finance offices (AFOs)	destroy 1 year after assessment has been collected, or financial liability is voided
6	reports of survey registers	form registers and comparable forms that provide a complete record of each report of survey		destroy 1 year after final action is completed on all entries of a terminated register.
7	GAO notices	notices of exceptions that are issued by GAO against disbursement activities of accounting and finance officers charged with appropriated funds		destroy 1 year after exception has been cleared by GAO

TABLE 177-10

USER CHARGES REPORT RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	user charges reports and reports of services rendered	consolidated reports, feeder reports, correspondence, and related data	at HQ USAF and HQ AFAFC	destroy after 5 years
2		retained copies of reports covered in rule 1, related correspondence, and other pertinent data	at other than HQ USAF and HQ AFAFC	destroy when superseded by follow-on report, or 1 year after any discrepancies in reported data are reconciled by HQ AFAFC

TABLE 177-13

FINANCIAL PROPERTY ACCOUNTING RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	mechanized cards and tabulations	detail and summary cards	for any number of days or periods within a particular month, for monthly, or the accumulation of any number of months for consolidated purposes	destroy after necessary reconciliations have been made with pertinent documents.
2		listings and tabulations		destroy on receipt of new listing or when no longer needed, whichever is later
3	RESERVED			
4	RESERVED			

TABLE 177-13. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
5	basic transactions	financial inventory accounting (FIA) forms and records, requisitions, and shipping records, issue and turn-in slips, reconciliation and adjustment vouchers, and other pertinent documents	at ALCs and bases	destroy 1 year after close of the FY or calendar year to which they pertain
6		FIA monthly and/or quarterly reports, operating statements, special reports and analyses, and other pertinent reports (manual or mechanized)		

TABLE 177-14

AIR LOGISTICS CENTERS (ALCs) ACCOUNTING RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	basic transactions	cost ledger sheets, control registers, pro rata registers, recapitulation work sheets and reconciliations	at ALCs	destroy 1 year after close of FY to which they pertain
2		records covered in rule 1 that are used to record more than 1 year's cost, such as motor vehicle cost records		destroy 1 year after FY in which transaction is entered in the ledger
3	mechanized EAM cards and tabulations	daily detail cards		destroy after reconciliation with periodic summaries
4		periodic summary cards (except budget justification cost summary cards, see rule 7)		destroy after 1 year
5		tabulations and correction sheets (except daily listings in rule 6)		destroy 1 year after close of FY to which they pertain
6		daily listings, when consolidated in monthly listings		destroy after 90 days
7	historical cost data	summary costs by organization (operating cost reports), summary of cost by type production (budget justification cost summary cards), and special project costs accumulated		destroy after 10 years
8	MAP maintenance and rehabilitation project records	detailed records pertaining to all maintenance and rehabilitation projects on reimbursable military assistance sales		destroy after 6 years

TABLE 177-15

ACCOUNTS CONTROL RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*1	general ledgers	manual and machine form ledgers, to include but not limited to the Operating Budget Ledger and Allotment Ledger	at base level accounts control SMAs	destroy 4 years after FY to which they pertain
2	subsidiary ledgers	various forms and formats covering allotments, obligations, appropriation summaries, transactions paid by and for others, adjustments, suspense items, object classes, open allotments, industrial funds, stock funds, deposit funds, cash accountability, and expenses		destroy 3 years after FY to which they pertain
3		successor (M) account ledgers		destroy 3 years after liquidation

TABLE 177-15. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*4	supporting records (to ledgers in rules 1, 2, and 3)	Budget Authority/Allotment (AF Form 401), or authorized replacement, Obligation Authority/Suballotment (AF Form 402), subsidiary distribution of allotments and BAs to other SMAs, journal vouchers, and applicable records pertaining to recording commitments, obligations, accrued expenditures (paid and unpaid), reports of TDY and PCS on military or civilian travel under specific or centrally managed allotments, and Status of Funds Data Base Transmissions		destroy 3 years after FY for which related appropriations are available for obligation. (See table 177-21 for civilian pay, and table 177-22 for military pay)
5	allocation and allotment records pertaining to continuing X or No-Year appropriations	contracts, purchase orders, receiving reports, and other applicable records pertaining to unliquidated allocation and allotment accounts of X and No-Year appropriations, and unliquidated obligations of lapsed appropriations that have been transferred to appropriate successor (M) appropriations	held until the obligations are liquidated (including new records created as a result of the transferred appropriations)	destroy 4 years after liquidation
6	financial statements schedules, and reports	retained copies of records required by higher headquarters		destroy after 4 years. (Also see table 177-1)

TABLE 177-16

AUTOMATIC DATA PROCESSING/PUNCH CARD ACCOUNTING MACHINE ACCOUNTS CONTROL

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	basic transactions			destroy per table 177-15
2	daily detail machine cards	data used in daily operations		destroy when necessary reconciliations are made with pertinent documents
3	periodic summary machine cards	data used for any number of days or periods within a particular month, or for accumulation of any number of months for consolidated purposes		destroy after 6 months
4	monthly summary machine cards			destroy after reconciliations are made or when no longer needed, whichever is later
5	tabulations used in daily operations	tabulations that include but are not limited to edit lists, transaction registers, ledgers, reports, maintained in monthly increments		destroy 1 month after monthly cutoff or when all questions are resolved, whichever is later (EXCEPTION. destroy year-end fiscal quarter tabulations after 3 months or when all questions are resolved, whichever is later)
6	periodic summary tabulations			
7	monthly summary tabulations			
*8	consolidated machine cards and tabulations	annual appropriations records produced from monthly summary or other records, to include but not limited to, selective transaction history listing, usually for an entire FY		destroy 4 years after FY for which related appropriations are available for obligation
9		successor (M) appropriation accounts pertaining to unliquidated obligations transferred from lapsed appropriations produced from monthly summary or other records, usually for an entire FY		destroy 4 years after liquidation of obligations (see reference to (M) accounts in table 177-15)

TABLE 177-16. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
10		continuing X or No-Year appropriations documents		destroy 4 years after closing out of the individual allocation or allotment account
11	base materiel/supply automated system (Univac 1050-II products)	computer listings including but not limited to EOD IMR and GLAC update, daily PFMR/OCCR update and reconciliation, EOD punch-out, daily fuels division punch-out, base MCS transaction list, investment MACR status report and reconciliation list, equipment in use GLA update, SF obligated and unobligated and due-out report, OCCR record list and summary, LP MILSTRIP BNR, RNB, details validation list, investment equipment reconciliation GLAs 14041, and other miscellaneous listings, furnished to other organizations or included later in EOM products	at base level subject matter areas (SMAs)	see table 177-4, rule 14
12		SF MACR status report, local purchase and MILSTRIP payment list, SF on order intransit payable list, PFMR reports, EOM punch-out listings, A & F due-out list, LP open item lists		see table 177-4, rule 15
13		daily, periodic and monthly summary machine cards		see table 177-4, rule 16

TABLE 177-17

INTERNAL CONTROL RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	Treasury checks and savings bonds control	transfer of checks report and related internal control records	at AFOs, deputy AFOs, or agents	destroy after 6 years
2		records on returned and undelivered checks and bonds		destroy 1 year after disposition of the checks and bonds is recorded, destroy any remaining records after 1 year, or on inactivation of office whichever is applicable
3	(RESERVED)			
4	safe, vault security control		at AFOs, deputy AFOs, or agents	see table 125-1
5	applications to keep cash on hand			destroy on inactivation of office
6	cash accountability control	analyses of daily cash accountability, receipt for transfer of cash and vouchers, transfer of currency, daily summary of cash collections, cashier's daily summary, and related data		destroy after 1 year, provided any discrepancy is cleared
7		reports of overages and losses of public funds, and cash verification reports		
8	appointment orders	administrative orders appointing individuals as cashiers and agents, orders, such as designation and appointment of deputy to accounting and finance officer, written designations of individuals within the office to execute certificates on vouchers and other records, signature cards pertaining to certifying officers, and related data		destroy 6 years after cancellation or revocation of the order, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ AFAFC (see note)

TABLE 177-17. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
9	card control files	cards containing disbursing symbol numbers, name and address of AFOs, and serial numbers of all checks for which AFO is accountable, name of installation, and serial number of check-signing equipment	at HQ AFAFC	destroy when no longer needed
10		cards containing name of individual bonded, effective and termination dates of bond, and name of surety company		
11	check control	machine record control cards of all pay checks transferred to HQ AFAFC vault for safekeeping until mailed to recipient		destroy after 1 year
12	returned checks and bonds	original form of returned check or bond records, or comparable forms used for verification, information, accounting citation, and searching for disposition on returned checks or bonds		destroy after 3 years
13	check photostats	photostats of checks originated in GAO and forwarded to HQ AFAFC for use in processing claims and in reconciling overdrafts and underdrafts		destroy 1 year after claim is settled.
14	search cards for checking account discrepancies	forms (work sheets) used to provide a complete summation of discrepancies and overdraft or underdraft adjustments necessary to balance an AFO's checking account		destroy after 2 years
15	transmittal card file	forms, such as voucher transmittal sheets or comparable forms, reflecting the first and last check number of each sequence in the voucher, the disbursing symbol, voucher number, and ledger code		destroy when the AFO's accounts are destroyed
16	control logs	logs used to provide reference and control for records of travel payments	at AFOs	destroy 60 days after close of calendar year
17		forms used to provide reference and control of microfilmed pay records, negotiable instruments, and similar data		destroy with microfilmed records to which they pertain

NOTE HQ AFAFC advises AFOs of outstanding discrepancies within specified retention period In the absence of such advice, AFOs may destroy the records when eligible

TABLE 177-18

COMMERCIAL SERVICES—FINANCIAL RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	fund distribution	memorandum advice, from the accounts control area, of fund distribution records		destroy after end of FY to which they pertain
2	obligation authority	obligation authority forms, military interdepartmental purchase request, project orders and comparable documents used to provide funds for commitment and obligation purposes		destroy 4 years after commitment and obligation or 4 years after expiration date stated on record
*3	cancelled commitments	unobligated commitments (UOCs) retained per AFR 177-102, chapter 9		destroy 1 year after cancellation
3.1	cancelled obligations	undelivered orders outstanding (UOO) and accrued expenditures unpaid (AEU) used to support claims by vendors		destroy 6 years and 3 months after cancellation
4	accounts receivable	ledgers and supporting records used to reflect appropriation reimbursements, refunds, and credits to deposit fund and receipt accounts	originals at AFOs	destroy 6 years and 3 months after period of account

TABLE 177-18. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
5		collection vouchers and supporting records	copies at AFOs	destroy 3 years after close of FY in which final collection is effected, provided there are no discrepancies for which corrective actions are prescribed by HQ AFAFC (see note)
6	accrued expenditures paid files	expenditure vouchers and Air Force Contract Management Division (AFCMD) and Defense Contract Administration Service Regions (DCASR) disbursement reports held per AFR 177-120		destroy 6 years and 3 months after close of FY in which final payment is made, provided there are no discrepancies for which corrective actions are prescribed by HQ AFAFC (see note)
6.1		interfund transactions and by other registers		
*7		original substantiating records with copies of expenditure vouchers held per AFR 177-102		
7.1	(RESERVED)			
8	record transmittal	summary statement of activity forms and/or similar forms, received by subject matter areas (SMAs) to control transmission of source records pertaining to appropriation reimbursements		destroy 6 months after receipt is furnished SMA
9	copies of reports pertinent to commercial service SMA			destroy 1 year after FY to which they pertain
10	posting media	records (other than source records) such as journal vouchers, posting data transfer, similar forms and specialized posting media for machine applications, used to provide input data to the accounts control area		destroy after 90 days, or 90 days after discrepancy which may be involved is cleared
11	control logs for recording disbursement and collection vouchers			destroy 6 years after close of FY in which created
12	commitments or obligations	all active commitment and obligating records as reflected on the open item/record list and others, used to support commitments and obligations in accounting records		when paid, dispose of per rule 6 or 7, as applicable, when not paid, dispose of per rule 2 or 3

NOTE HQ AFAFC advises AFOs of outstanding discrepancies within specified retention period In the absence of such advice, AFOs may destroy the records when eligible

TABLE 177-19

PAYING AND COLLECTING

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	daily cash accountability	forms such as daily cash accountability and transaction summary, daily summary of receipts, reimbursements and net disbursements, daily voucher control, cash collection record, daily voucher transmittal forms, and related data, used by the paying and collecting subject matter area (SMA) to provide summary information to the accounts control area, or to reflect daily transactions with other SMAs		destroy 1 year plus 1 month after close of FY to which they pertain, provided there are no outstanding discrepancies for which corrective actions are prescribed by HQ AFAFC (see note)

TABLE 177-19. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
2	monthly cash accountability	forms such as statements of accountability, recapitulation of block control level totals of checks issued, statement of designated depository account, report of foreign currencies, with supporting records, schedules, and related data		destroy 2 years after close of FY to which they pertain, provided there are no outstanding discrepancies for which corrective actions are prescribed by HQ AFAFC (see note)
3	subsidiary accountability	subsidiary accountability forms and related records used to record check issue overdrafts and underdrafts, funds in the hands of agents, overages and losses of funds		destroy 1 year after FY in which created
4	agent accountability	statements of agent officer's account forms, transmittal for paid vouchers and related papers used as a control on funds entrusted and returned by accounting and disbursing agents		destroy 1 year after the agent transactions are reflected in the accounts of the principal AFO
5		agent officer's cash blotter and comparable forms		destroy 4 years after close of the FY to which they pertain.
6		reimbursement vouchers and other related records	held by or for cash purchasing agents	destroy 1 year after reimbursement
7	cashiering	receipt for transfer cash and voucher forms, daily summary of cash collections, cashiers daily summary, comparable forms, and related papers, used to provide adequate controls over money, vouchers, and other documents received which require collection and/or disbursement action		destroy after 1 year
8	deposits	certificate of deposit forms and similar forms used for designated limited depositories, schedule of cancelled checks (except those covered in rule 2), lists of checks and negotiable instruments, or microfilm copies of checks and instruments deposited		destroy 1 year after FY in which deposits have been confirmed
9	check control	forms, check issue register and related information used in the receipt of Treasury check stock and for control of blank checks allotted for preparation and issuance		destroy 6 years and 3 months after FY in which created.
*9.1	replacement checks	application, unavailable check cancellations, advise of status, check copies, and related paperwork		
10	US savings bonds (also see table 177-27)	applications for cash purchase of series E or H bonds, receipt for miscellaneous collections, transmittal of bond issuance schedules, bond control forms, and comparable forms and related information		destroy 1 year after FY in which created
11	foreign currency control	limited depository account form reports, foreign currency receipts control forms, disbursement control forms, and exchange ledger		
12	special reports	joint message form used for daily reporting of checks drawn on Treasury of United States, report of large individual payments, report of large individual collections, and related information		destroy after 1 year
13	posting media	records (other than source records) such as journal voucher, posting data transfer, and similar forms, used to provide input data to account control area		destroy after 90 days, or 90 days after any discrepancy is cleared
14	contingency expenditures	forms such as vouchers for confidential expenditures memo, subvouchers for reimbursements of confidential funds, and supporting records		destroy 4 years after close of FY, provided any exceptions are cleared
14.1		intelligence contingency funds expenditure records		destroy 2 years after close of FY, provided any exceptions are cleared

TABLE 177-19. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
15	currency conversion and control	purchases, receipts for miscellaneous collections, rosters of personnel authorized and unauthorized to convert, summary change listings, and similar information	at personnel, AFOs, clubs, hotels, unit orderly rooms, and similar activities when exchanging dollar instruments, foreign currencies, or military payment certificates	destroy 1 year after FY in which issued, or on settlement of irregularities or discrepancies, whichever is later
16		dollar instrument purchase control forms	at Air Post Offices and US-sponsored banking facilities	destroy after 6 months or on completion of review by appropriate authority, whichever is later
17	public vouchers for medical services	public voucher forms for purchases and services other than personnel, and supporting information that relates to charges for emergency treatment of military personnel by civilian physicians, hospitals, or clinics		destroy after 5 years when vouchers are completed as to payment, or 6 years after date claim first accrued when vouchers are incomplete or disapproved as to payment
18	commissary reporting (also see table 145-1)	monthly commissary operating statements and correspondence that constitute a part of the reporting system on commissaries and commissary store operations		destroy after 2 years.

NOTE HQ AFAFC advises AFOs of outstanding discrepancies within specified retention period In the absence of such advice, AFOs may destroy the records when eligible

TABLE 177-20

TRAVEL RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	transportation requests	memorandum card copy of transportation request forms, US Government passenger warrants, travel and transportation warrants, and requests for passenger transportation when official travel between two overseas stations requires travel to be performed on a foreign carrier		destroy 3 years after close of FY in which obligations are incurred
2	government bills of lading (GB/Ls)	copy 8 of GB/Ls, including copies of freight warrants, car manifests, bills for occasional services, foreign bills of lading and foreign consignment notes from carriers of foreign countries, used to support accounting records, obligations, and charges on shipping records		destroy 1 year after close of FY in which obligations are incurred
*3	joint travel regulation (JTR)	superseded pages		destroy when no longer needed
4	Record of Travel Payments	DD Form 1588 for military members and forwarded to HQ AFAFC/AJQED per AFR 177-103		destroy 6 years after member's separation
4.1		DD Form 1588 for civilian employees, Reserves, and Guard members not separated from employment or service		destroy filled forms 2 years after date of last entry
4.2		DD Form 1588 for civilian employees, Reserve, and Guard members separated from employment or service		destroy 1 year after date of separation
5		microfilm copies of forms covered in rule 4		destroy 1 year after FY in which last image was exposed on reel.

TABLE 177-20. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*6	allotments, commitments and obligations	unobligated commitments or obligations, and unliquidated obligations, such as basic agreements for storage of household goods and related services, reimbursement vouchers, comparable forms, and related data		destroy 3 years after FY for which related appropriations are made available for obligation, provided there are no discrepancies for which corrective action has been prescribed by HQ AFAFC (see note)
7	accrued expenditures paid	disbursement and collection vouchers, with supporting commitment and obligation records		
8	ledgers of accounts	subsidiary accounts receivable ledger for appropriation refunds		destroy after 3 years
9		subsidiary ledger of deposit funds maintained on forms, such as general ledger or appropriations reimbursement record		
10	control logs	disbursements and collection vouchers logs		destroy 1 year after close of FY or calendar year in which created
11	posting media	records (other than source records) such as journal vouchers, posting data transfer, similar forms, and specialized posting media for machine applications, used to provide input data to accounts control area		destroy after 90 days or 90 days after any discrepancy is cleared.
*12	automated travel record accounting system (ATRAS) management listings	listings produced by ATRAS that are used for reconciliation and followup on obligations		destroy after 1 month.

NOTE HQ AFAFC advises AFOs of outstanding discrepancies within specified retention period In the absence of such advice, AFOs may destroy the records when eligible.

TABLE 177-21

*CIVILIAN PAY

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*1	individual pay records (IPRs)	approved pay records including forms, listings or microform used to record information concerning all earnings, deductions and adjustments made to each employee's pay during a calendar year		send to NPRC (CPR) after 3 payroll years, whether audited or unaudited, where they are eligible for destruction 56 years after date of last entry or with personnel folder (see notes 1, 2, 4, and 7)
2	individual leave	forms, official records used in lieu of forms (including records of leave data transferred, if applicable) for recording official annual accumulation and use of employee's leave		destroy after 3 payroll years, whether audited or unaudited (EXCEPTION retain individual records pertaining to claims received pending settlement (see notes 2, 3)
*3	leave and attendance files	subsidiary records supporting the official pay and leave records, including time and attendance reports, authorizations for premium pay, leave applications for jury duty and home leave, and similar information, used as source for posting pay and leave documentation		destroy after 3 payroll years, whether audited or unaudited (see notes 2, 4) See note 6 and table 11-2, rule 36 for variable and flexitime records

TABLE 177-21. CONTINUED

*CIVILIAN PAY

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*3.1	applications for leave	leave applications for other than home leave used by supervisor to approve/disapprove or verify leave information to be posted to time and attendance forms	at supervisors' operating area	destroy after 3 payroll years, whether audited or unaudited if time and attendance form has NOT been initialed by employee (see notes 2, 5)
3.2				destroy at end of pay period if time and attendance form has been initialed by employee
4	individual retirement	forms or comparable approved records used to record amounts deducted from employee's wages for retirement		forward to Office of Personnel Management the records on separated employees and on those transferred outside the Air Force, forward documents on employees transferred within the AF to the new AF payroll office (see AFR 177-104)
*4.1		microfilmed copies of individual retirement documents (SF Form 2806) and copies of registers of separations and transfers (SF Form 2807) used to recreate lost records, balance reports and answer inquiries		forward to HQ AFAFC (TC) per AFR 177-104, where they are destroyed after 3 years, or when no longer needed, whichever is later
5	individual retirement records control files	forms or comparable approved records used to control records maintained in connection with the retirement records, such as register of separations and transfers, adjustments, and comparable actions		destroy after 3 years (see note 2)
6	wage and separation information files	forms or comparable records, notices of determination, notices of refusal to work offer, and other related records, used in connection with unemployment compensation claims		destroy after 2 years (see note 2)
7	federal employees health benefit	forms or comparable records used for registrations, changes of enrollment status, reports, transmittals, and related actions		destroy 60 days after transfer or separation of employee, or when updated forms have been received from the Civilian Personnel Office (EXCEPTION for retiring or deceased employees, see AFR 177-104) (see note 2)
8	income tax withholdings	Treasury Department forms or comparable forms used to record and report wages and taxes withheld from employees' earnings, tax reconciliations, and related actions		destroy after 4 years, except Wage and Tax Statements which will be destroyed after 30 June following the tax year (see note 2)
9			used to determine rate of withholdings	destroy 4 years after form is superseded or obsolete (see note 2)
10	allowances and differential eligibility files	forms or comparable records used to authorize payment of allowances and differentials		destroy inactive documentation after 3 payroll years, whether audited or unaudited (see note 2)

TABLE 177-21. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
11	withholding and deductions authorizations	forms or comparable records used as authority for withholding or deducting from employee's wages for such purposes as saving bonds, union dues, charity donations and allotments		destroy when new authorization has been received and Master Pay Record (MPR) updated On transfers, forward to gaining payroll office when applicable, on separations, destroy when no longer needed by payroll office
12	payroll control register document files	payroll control registers, basic records, including change slips and other related records used to authorize or change payments to employees, bond issuance schedules, quarterly summary of year-to-date Pay Record Accessibility (PRR) Audit, used for payroll control purposes, payroll certifications and summary controls, related reports, recapitulation of payroll data, and other related actions		destroy when audited or unaudited records are 3 payroll years old (see note 2)
13	posting media	records (other than source records) such as journal vouchers, posting data transfers, and other related specialized posting media for machine operations, used to provide input data to accounts control area		destroy after 90 days, or 90 days after any discrepancy is cleared (see note 2)
14	reports	forms or comparable records used for reporting withheld taxes, retirement deductions, insurance deductions, and reports related to the pay operation		destroy after 4 years (see note 2)
15	claims, waivers or indebtedness	records relating to claims, waivers, statement of charges (including those resulting from reports of survey), and other related cases, used for collecting, deducting, or repaying actions on employees' documents		retain until final settlement, then destroy when audited or unaudited records are 3 payroll years old (see note 2)
16	GAO or AF Auditor General Representative exceptions	records relating to any exceptions taken by GAO or AF Auditor General Representative audit		destroy when exceptions are cleared (see note 2)
17	control logs	records used for recording disbursement and collection vouchers		destroy 1 year after close of fiscal year in which created (see note 2)
18	year-to-date listing	biweekly listings of cumulative pay, deductions and leave data, used for responding to inquiries, reissuing W-2 forms, researching computer output messages, etc.		destroy after 90 days (EXCEPTION last listing of each quarter will be retained for 3 years) (see note 2)
19	listings (not covered by rules 1 through 18)	products including but not limited to permanent change reject list, permanent change control totals, permanent change cards, time and attendance (T&A) card distribution list, T&A/temporary change card reject list, pay computation information list, FLSA worksheet, cycle transfer register, report of 6 months AWOP, biweekly civilian manpower and funding report, supervisor's leave information list, TD Form W-2 error summary, used for edit of input data for posting or updating records listed in rules 1 through 16		destroy when no longer needed
20		products including but not limited to T&A register and temporary change list, management notice list, IBP weekly list, civilian MAFR and expense list, CSR information report/list, leave list, variable balance list, employee directory, IBP quarterly report, US savings bond report, health benefit reset list, master record wage table, general schedule pay raise list, wage employee pay raise list, retroactive pay raise narrative, employee pay adjustment for retroactive pay raise, used to consolidate, verify, and reconcile monthly, quarterly, or annual summaries		destroy after updating of summaries is completed and audited for accuracy

TABLE 177-21. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
21		products including but not limited to master pay record print, bond master print, used to ensure permanent change actions are properly processed		destroy when listings are replaced
22	collection and disbursement	copies used to answer inquiries, process claims, make pay adjustments		destroy 1 year and 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ AFAFC
23	optional record folders	forms authorizing deductions and entitlements listed in AFR 177-104, paragraph 24-9 and covered in other rules of this table, used by civilian pay areas on an optional basis		upon transfer or separation of employee, pull the individual's folder, disassemble it, put the various forms and records in their designated inactive files, then dispose of them in accordance with the appropriate rules of this table
24	Gross-to-net register	information used for research and inquiries on pay data		destroy after individual pay records (IPRs) are received

NOTES

1 In shipping records to the records center, include copies of pay or leave records which were forwarded to GAO for use in settlement of claims (If, during the payroll year, a change is made from machine to manual posting or vice versa, interfile the forms used without regard to the differences in size Make an adding machine tape of the yearly total of net payments Tape total must equal the net pay total for year shown on the payroll control register The tape is retained by the civilian pay area, and disposed of with the related payroll register) Pack records for shipment as stated in chapter 7 List the name and location of all bases, stations, etc , other than the parent organization, for which civilian payroll services were performed during the period covered by the records being shipped

2. At time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records in accordance with the disposition schedule Comply with the requirements of AFR 177-104, part eight

3 HQ AFAFC advises AFOs of outstanding discrepancies within specified retention period In the absence of such advice, AFOs may destroy the records, when they are eligible

*4 Retain records created after 31 December 1977 on fire protection or law enforcement personnel until notified by SAF/AADQ

*5 Supervisors may retain leave applications in office area until they are eligible for destruction

*6 Variable and flexitime records are held at supervisor's operating area until eligible for destruction

*7 On the SF 135, Item 6h, instead of using "AFR 12-50, volume II, table 177-21, rule 1" enter in this block "GRS 2, Item 1(b)"

TABLE 177-22

MILITARY PAY RECORDS CREATED PRIOR TO JUMPS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	pay record jackets	military pay records and related records	at Denver FARC for GAO	destroy 10 years after date of separation
2	(RESERVED)			
3	microfilmed pay records for regular and irregular closeouts		at alternate site	destroy after 56 years
4	(RESERVED)			
5	microfilmed pay records for separated members		at alternate site	destroy after 6 years
6	pay history	monthly and cumulative 6 months histories of pay transactions under the AMPS 360 system	at Denver FARC for GAO	destroy 56 years after FY in which created

TABLE 177-22. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
7			operational microfilm copies at HQ AFAFC	destroy after 6 years or when no longer needed
7.1		final leave balance (prior to JUMPS) listings		send to Denver FARC after 4 years where they are destroyed after a total of 56 years
8	W-2 extract	microform W-2 data produced under the AMPS 360 system		destroy after 4 years
9	(RESERVED)			
10	(RESERVED)			

TABLE 177-23

CADET PAY RECORDS AT AIR FORCE ACCOUNTING AND FINANCE CENTER (AFAFC)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	cadet pay	military pay records, travel cards, and other records pertaining to pay while in cadet status	at HQ AFAFC	send to Denver FARC 2 years after cadet's graduation or separation from service where they will be destroyed after a total of 56 years.

TABLE 177-24

AF RESERVE OFFICER TRAINING CORPS (AFROTC) PAY RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	AFROTC pay	pay orders		send to Denver FARC where they will be destroyed after 6 years
2		pay reports		destroy 1 year after close of year to which they pertain.
3		summary of earnings listings		destroy 3 years after close of year to which they pertain.
4		collection and disbursing vouchers		destroy 1 year plus 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ AFAFC (see note).
5	(RESERVED)			
6	AFROTC pay	military pay orders, dependency certificates and other substantiating records	at organizational levels	destroy 1 year after close of pay period
7		payroll vouchers and summary of earnings listings		destroy after 3 years.
8		income tax and FICA withholding records		destroy after 4 years, except copies of wage and tax settlements will be destroyed no later than 30 September following the tax year

TABLE 177–24. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
9	AF Junior ROTC instructor pay	instructor contract data cards, logistical report cards, contract dates and computations of pay for instructors, and records relating to each school	at HQ AFROTC	destroy 6 years after individual has terminated employment, or 1 year after grievance or appeal is settled

NOTE HQ AFAFC advises AFOs of outstanding discrepancies within specified retention period In the absence of such advice, AFOs may destroy the records when eligible

*TABLE 177–25

AIR RESERVE PAY AND ALLOWANCE SYSTEM (ARPAS) RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	Reserve and Air National Guard (ANG) pay	pay jackets with manual pay records and entitlement data such as declaration of benefits received and waivers, subsistence and dependency certificates and other pay information records, forms and correspondence	at Denver FARC for all USAF Reserve members	destroy 56 years after year in which created
2			at Denver FARC for ANG members paid by AFAFC prior to 1 Jan 68	
3			at appropriate State Adjutant General for ANG members paid by the ANG Comptroller prior to 1 Jan 68	
4			at the Denver FARC for noncomputerized payments after 1 Jan 68	
5		originals of quarterly master file history, voucher and transaction data for computerized payments		retire to Denver FARC where they will be destroyed after a total of 56 years
6		operational copies of above	at central reference areas at AFAFC	destroy after 6 years and 3 months
7			at functional areas	destroy after 1 year or when no longer needed, whichever is sooner
8	supporting documents	signature cards, numbered and unnumbered military pay orders, travel voucher claims, statement of tours of duty, adjustment authorizations, correction of records, medical certificates, line of duty determinations, accounts receivable closed case files for out of service members, partial payment vouchers, officer uniform allowance certificate and maintenance forms, quarterly quality exams, earning statement for manual payments made after 1 Jan 69, and other related records	at AFAFC	retire to Denver FARC where they will be destroyed after a total of 6 years and 3 months

TABLE 177-25. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
9		register of ARPAS input transaction listings with certificates and forms such as application for basic allowance for quarters for members with dependents, hazardous duty orders, officer's certificate of statement of service, authorizations for inactive duty training action requests, court martial orders, report of casualty or message, discharge or separation orders, active duty orders, statements of tour of duty, medical certificate, line of duty determination, travel vouchers or subvouchers, officer uniform allowance certifications and maintenance allowance forms, forms used to record travel payments and other related records, employee's withholding allowance and withholding exemption certificates, authorizations to start or stop BAQ credit, signature cards	at ARPAS payroll offices	retain at ARPAS payroll office Destroy after 6 years and 3 months per table 177-5
10	edit reconciliation and control data	computerized listings that are action items (reject listings), master file reviews, dropped masters, accounts receivable collections, interface discrepancies and incomplete leave listings	at AFAFC	destroy after 3 months or when corrective action has been taken, whichever is later
11	other listings and tabulations	computerized listings of input/batch totals, master printouts, unit master file reviews, search requests, check data and other related listings that do not need corrective action		destroy after quarterly master file history has been received
12	federal income tax withholdings and Federal Insurance Contribution Act (FICA)	employer copies of TD Forms W-2 and listings, adjustment records, FICA extracts and other related records		destroy 4 years after taxes are paid (see Treasury Department Circular E)
13	management information	computerized listings used for reports, historical data and for evaluation and control purposes		destroy after 3 years or when purpose has been served, whichever is sooner
14	voucher data	detailed payroll money lists, summaries and cover sheets		include in original accounts and dispose of per table 177-5
15	subsidiary data	listings used to reconcile voucher balancing for disbursements and collections, billing records, and FICA and FITW summaries, journal vouchers, worksheets for schedule of transactions, transcripts, ledgers and other accounting data	retained in the fiscal area at AFAFC	destroy 1 year and 1 month after close of FY in which created, provided there are no outstanding discrepancies
16	collection and disbursement vouchers	copies of paid vouchers	at military pay subject matter areas	
17		copies of paid vouchers with supporting records that are used for accounting purposes	retained in fiscal area at AFAFC	
18	indebtedness control	indebtedness forms and data	at AFAFC for in-service and out-of-service Reserve and ANG members	destroy 1 year after final collection or when case is closed.
19	records control data	logs used to provide control for partial payment authorizations	at ARPAS payroll offices	destroy when all payments have been reconciled
20	reference materials	locators, master tables and other similar products used for reference purposes	at military pay subject matter areas	destroy when obsolete, superseded, or when no longer needed
21		locators, master tables and other similar products used for reference and inquiry purposes	at ARPAS payroll offices	
22	posting media	records (other than source data) used for machine application or control	at military pay subject matter areas	destroy when purpose has been served

TABLE 177-26

PAY ALLOTMENT RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	start, stop or change files	class E, Q, N, and D allotment folders of military and civilian personnel containing correspondence affecting specific money accounts, allotment authorization request for change notice of credit due, dependency certificate—wife or child under 21, parent dependency affidavit, dependency certificate—mother and/or father; local forms including requests for pay information, change of address, modification or reduction of allotment payment authorization, and authorization for special pay		destroy 6 years after year of separation from service
2	dependency folders (DEP) at AFAFC	applications for basic allowance for quarters for members with dependents, applications for uniformed service identification and privilege card, correspondence and other material used to determine dependency upon or relationship to members and used to make determinations of dependency/eligibility entitlement to BAQ, dependent travel allowance, medical care for parents and parents-in-law, stepchildren, adopted children, illegitimate children and all cases where relationship or dependency is questionable		destroy 6 years after separation from active duty unless subsequent action—in which case, destroy 6 years from last action
2.1	dependency folders (DEP) at AFOs	originals of records in rule 2	approved and sent to HQ AFAFC/AJSD 10 days after end of month	
2.2			disapproved and sent to HQ AFAFC after 90 days	
2.3		duplicates of records in rule 2	at AFOs	destroy 12 months after date of last action or when no longer needed, whichever is sooner
2.4		rebuttals or referrals	at AFOs and sent to HQ AFAFC upon receipt	destroy 6 years after separation from active duty unless subsequent action—in which case, destroy 6 years from last action
3	correspondence folders	communications pertaining to returned checks/bonds, stop pay actions; Red Cross commercial insurance and credit union inquiries, field level inquiries on allotment status, change of address information, individual computer printouts on status of accounts, copies of authorizations for special pay; forms of pay adjustment authorization; AFAFC work sheets, and comparable data	at HQ AFAFC	destroy 6 months after date of last action or when no longer needed

TABLE 177-27

US SAVINGS BOND RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	transmittals or receipts (inscribed or uninscribed bonds)	transmittal or receipt of series E bonds, used to receipt/transmit bonds received/forwarded by HQ AFAFC		destroy on site after 2 years.
2	claims and inquiries	correspondence concerning nonreceipt of US savings bonds, used to trace disposition of bond		destroy after claimant has received bond or bond has otherwise been accounted for

TABLE 177-27. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
3	series E bond sales	accountability records, used to control, verify and balance accountability and to answer inquiries		destroy after 5 years
4	bonds held in safekeeping at HQ AFAFC (inscribed)	lists of bonds held in or released from safekeeping, used to maintain accountability and include date and reason released		
5		quarterly history		destroy after 56 years
6	savings bond reports	reports of bond sales and purchases		destroy after 1 year

TABLE 177-28

AF MEMBER FHA CASE FILES

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	individual case folders	request for certification of eligibility forms, certification of termination (used for discontinuance of loans and paid-up loans), premium notice (indicating airmen's name, service number, case number, effective date, and amount of money paid to FHA) and copy of pay adjustment authorization reflecting indebtedness to government	received from AF personnel through FHA relative to loans for purchase of private homes	destroy 2 years after case is closed

TABLE 177-29

MERGED ACCOUNTING AND FINANCE REPORTING (MAFR) SYSTEM RECORDS (see note)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	transitory work files	transitory MAFR control data having recurring updates (such as appropriation master validation file, sales code file, ADSN file), interfund seller address file, records location, master listings of edit error and out-balance listings, miscellaneous correspondence	at HQ AFAFC	destroy 30 days after month in which created or when superseded by files update
2	7112/7113 Accountant working files	transitory reference data, EDP listings of reconciliation differences, TC suspense by ADSN data, voucher and DA 14-94 rejects, records including AF Forms 1543, 1544, DD 870, other EDP listing used in normal processing, EDP master cycle, by other listing, 7138 data and PIIN listing; MAFR error listing, C16, C1, C257, other related listings		destroy 6 months after month created, or when no longer needed
3	7112/7113 ADSN, DCASR, CADC inputs	7112/7113 folders, including AUTODIN list and EDP listings of ADSN reports, 7138 cycle data, cash reports and TC suspense; and other related EDP listings including adjustment voucher, automatic validation and other related listings and correspondence pertinent to AFO cycle and month-end processing, includes data peculiar to MAC transportation processing		destroy 2 years after the FY in which created or when no longer needed, whichever is sooner
4	MAFR other service for air data	Army, Navy, State Department, cycle and month-end data, including but not limited to vouchers, EDP listings, 7110, 7111, 7113 reports, SF 1221/TFS 224 schedules of transactions, other comparable data, correspondence and related by-products		

TABLE 177-29. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
5	cross disbursing activity (USAFAC)	request for fiscal information, transportation request, bill of lading, and meal ticket, advice of rejection, reject listings, open allotment listings and related documentation including correspondence		
6	interfund billing transactions	EDP listing of AUTODIN, 7113, DD 1400, and seller and buyer summary billings, various internal EDP listings and reports such as unmatched sellers/buyers, delinquent listings, suspense listing, delinquent case folders including buyer/seller correspondence and related records		destroy 4 years after FY in which created or after reconciliation of charges is completed, whichever is sooner
7	EDP master control listing	command summary, OAC feedback, worldwide-nonworldwide, consolidated appropriation control, Treasury cash report listings, and other comparable data		

NOTE Only copies of records are covered by this table; the disposition of original records is shown in table 177-5

TABLE 177-30

JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) RECORDS AT AFAFC

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	substantiating data		sent to HQ AFAFC by accounting and finance offices and CBPOs	retire after 18 months to Denver FARC (see table 177-5)
2	personal financial record (PFR)	financial information on individual members, formerly maintained at base level		destroy 6 years after members' separation (see note)
3	daily transactions	detailed records of all transactions received and actions taken by HQ AFAFC, used for inquiry/audit purposes		destroy after 6 years
4	management notices	data identifying transactions which require manual processing		
5	leave and earning statements (LES)	monthly statement of member's leave and earnings		destroy after 3 years
6	master military pay account (MMPA)	6-month history of member's leave/pay transactions and leave and earnings data		retire to Denver FARC where they will be destroyed 56 years after year of creation
7	allotment data	original accounts listing of domestic and foreign check vouchers, blanket payments, insurance payments		retire to Denver FARC where they will be destroyed after a total of 6 years and 3 months from date of account in accordance with table 177-5
8		operational copies of records in rule 7		destroy after 3 years
9		transaction histories, blanket and VA voucher listings, debit and credit registers		
10		reference listings and cumulative 6-month allotment histories		destroy after 6 years
11	reference materials	JUMPS company code directories, JTR indexes, JUMPS locators, and similar products		destroy after 3 years
12	JUMPS central payments	listings by ADSN of products concerning amounts credited to financial organizations for personnel paid centrally		
13		transmittal register and stat report used for reference and balancing purposes		destroy after 1 year

TABLE 177-30. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
14		detailed MM and EOM payroll listings used for inquiries and to advise financial organizations of deposits made to members' accounts		include in original accounts and dispose of per table 177-5
15	central or local pay authorizations	changes to AF members' mid-month and end-month net pay amounts, used for updating central payroll processing, balancing payrolls, and controlling local pay authorizations		destroy after 3 years
16	summary account data	transactions processed through summary account subsystem and are microform products used for balancing accounting reports, preparing miscellaneous indebtedness vouchers and reconciliation of clearing account analysis	at HQ AFAFC	destroy after 5 years
17		summarized information to control the MMPAs used for report purposes	reports to the fund manager on the financial position of the military pay appropriations	
18			reports to the fund manager showing expenditures by entitlements and deductions for the month	destroy after 3 years
19	voucher balancing/ reconciliation	summaries of JUMPS payment/collection transactions, used to reconcile payment/collection posting with MMPAs or with cash accountability reports (MAFR)		destroy after 2 years
19.1	voucher balancing/reconciliation	subsidiary records used to reconcile voucher balancing for disbursements and collections, journal vouchers, worksheets, adjustment authorizations and other related data, used to reconcile pay/collection postings with MMPAs or with MAFR		destroy 1 year plus 1 month after reconciliation of discrepancies
20	edit, reconciliation, or control data	products used in correcting rejects, reconciling data, and controlling/balancing central payments and allotments relative to check number/address validation, changes of address, FITW and W-2 changes, nonmatches of company codes or addresses, out-of-balance totals, pay suppressions, zero pay authorizations, checkwriting totals, check transmittal lists, error lists, control totals, control cards, and similar products		destroy after 6 months or when reconciliation, correction, or balancing purpose has been served, whichever is sooner
21		products concerning transmission of data via mag tapes, listings, AUTODIN transit routings		destroy after 3 months
22	(RESERVED)			
23	conversion master military pay account	data on MMPA at time of member's conversion to JUMPS, used in adjusting or correcting the MMPA		retire to Denver FARC where they will be destroyed after a total of 6 years
24	FICA wages and/ or FITW deductions	amounts of FICA wages/deductions and FITW deductions for military members	copies of quarterly reports sent to Social Security Administration or Internal Revenue Service	destroy 4 years after FY to which they pertain
24.1			copies used to determine benefits for annuitants of retired members, and to answer inquiries	destroy 56 years after period to which they pertain
25	TD Form W-2	data printed on member's TD Form W-2, used for inquiry purposes and to recreate TD Forms W-2		destroy after 4 years

TABLE 177-30. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
26	closed separation/ reenlistment data	MMPA printouts, copies of pay adjustment authorizations, punch card transcripts, correspondence and related records created at time of member's separation/reenlistment and reflect payments made		destroy after 6 years, 3 months

NOTE This is a discontinued series Retired segments at the Denver FARC are eligible for destruction through 1986

TABLE 177-31

FINANCIAL STATEMENTS, SCHEDULES AND CONTROLLED REPORTS AT AFAFC

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	cash accounting	reports and supporting records showing cash accountability status of financial activities through disbursement and collection transactions, except	at HQ AFAFC	destroy 2 years after FY in which created
2		June finals of above reports and statement of transactions and accountability (foreign transactions) reports		destroy 4 years after FY in which created
3		consolidated certification and statement of reasons, countries, and amounts for contracts let in excess currency countries paid in dollars report		destroy 5 years after FY in which created
4	appropriation accounting data	reports and supporting records portraying the status of appropriated funds in terms of availability, commitments, obligations, disbursements and collections, except		destroy 4 years after FY in which created
5		reports of appropriation reimbursements June finals, reports of status of project by obligation allotment code, June finals, report of budget execution finals, and annual report under Section 1311—Supplemental Appropriation Act of 1955 (Public Law 663)		destroy 5 years after FY in which created
6	expense accounting data	reports and supporting records showing the expense incurred in selected activities, except		destroy 4 years after FY in which created
7		fourth quarter reports of recapitulation of commissary store reimbursable operating costs and report of reimbursable property disposal expenses and report of proceeds from sales of lumber or timber products		destroy 5 years after FY in which created
8	financial statements (general ledgers)	reports and supporting records showing the financial position of the USAF and selected activities, except		destroy 3 years after FY in which created
9		financial statements required by TD Circular 966, AF industrial fund statements and schedule for annual budget estimate for industrial fund, AF stock fund statements and schedule for annual budget estimate for stock fund, and USAF consolidated trial balance (4th quarter/June final)		destroy 5 years after FY in which created
10	miscellaneous type accounting data	a variety of reports and supporting records not classified in above rules		destroy 3 years after FY in which created
11		annual summary of retirement fund transactions		destroy 5 years after FY in which created

TABLE 177-32

JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) RECORDS AT BASE LEVEL

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	substantiating information	original of record transmittal listing with supporting records such as report leave transactions, MPOs, allotment authorizations, pay adjustment authorizations, and related matters	at military pay subject matter areas	send to HQ AFAFC/AJQED by the 6th workday of the calendar month following the processed month being reported (see note 1)
*2		report of travel/leave time		for original, see table 177-5, rule 2; duplicate, see rule 1
*3		copies of records sent to HQ AFAFC/AJQED; e g , MPOs, pay adjustment authorizations, etc		destroy after 6 months
4		receipted or retained copy of DD Form 139, Pay Adjustment Authorization		destroy receipted copy 6 months after receipt, destroy retained copy 6 months after original records are sent to HQ AFAFC/AJQED, provided no inquiry is made concerning nonreceipt of originals
*5		JUMPS pay record accessibility (PRA) roster		include original semiannually with the submission of substantiating documents (May-November) (See rule 1) Destroy retained copy after 6 months or when a new roster is created
6		leave request/authorization		send Part I (and III, if received for processing) to HQ AFAFC/AJQED by the 6th workday of the calendar month following the processed month being reported (see note 1)
*7			at unit of attachment or assignment	destroy Part III after leave block verification unless there is a discrepancy in leave data. If there is a discrepancy in leave data, forward Part III to the AFO For terminal leaves, destroy Part III 10 days after the last day of leave if the member has not returned from leave
*8			for internal management purposes	forward Part III to unit
9		original JUMPS data change transaction register (JTR)	at CBPOs, personnel system management (PSM) area	send to HQ AFAFC/AJQED by the 6th workday of month following end of month processed (see note 1)
*10		copies of JUMPS data change transaction		destroy after 6 months
11		original of JUMPS miscellaneous transaction register		destroy after 90 days
12		acknowledged copies of military pay orders (MPOs)	at preparing activities	destroy after 6 months
13	data collection listings	all transactions processed, recycled, or rejected during an update	at unit input source	destroy after 2 months (see note 3)
14			at military pay subject matter areas	destroy 6 months after end of month in which created

TABLE 177-32. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
15		all transactions (transactions number only) that processed in an update, inputs by another AFO, AFAFC, AFMPC, or CBPO for a member serviced by that AFO		destroy after 6 months
*16		all transactions within a cycle that went to the recycle file at AFAFC		destroy after 6 months provided all transactions have dropped from cycle
*17		all management notices provided by AFAFC		destroy after 6 months provided no AFO action is pending
*18	rejected transaction listings	rejected transactions		destroy 90 days after end of month in which all rejects on the listing are cleared
*19		pay-affecting transactions submitted by the CBPO which are rejected at AFAFC	at CBPOs, PSM	
*20		all transactions rejected to the operating directorate at AFAFC	at military pay subject matter areas	destroy after 6 months
21	leave and earning statements	duplicate copy of monthly statements of member's leave and earnings		if bulk-filed, destroy when no longer needed but not later than 60 days after close of period to which they pertain
22	LES extracts (NBT 200) products	certified copies of listings created by the various options of NBT 200		destroy 1 year after end of month created or when replaced by a newly certified listing
23		6-month history printout	filed in member's PCS package upon permanent change of station (PCS)	destroy when purpose has been served, but not later than 6 months after date of last entry
24		original of leave and earnings data created upon member's separation/reenlistment	filed in member's management case file	destroy per rule 22
25	daily transactions	detailed record of all transactions received and actions taken by AFAFC	at military pay subject matter areas	destroy after 6 months
26	collection and disbursement vouchers	copies		destroy 1 year and 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ AFAFC (see note 2)
27	control logs	logs used to provide reference and control for records of disbursement, cross-disbursement, and collection voucher numbers for AF members and members of other Services		destroy 1 year and 1 month after close of FY in which created.
28		incoming and outgoing AUTODIN transmissions		destroy after 6 months
*29		data collection log print listings of all messages, commands, and systems activity		destroy after 30 days
30		logs used to control leave authorization numbers sign in/out (AF Form 1486), certification of leave number blocks (AF Form 1134)	at units of attachment or assignment	destroy 1 year after accountable fiscal year
*31		MPO document control log (AF Form 1373)		destroy when action is completed
32	transmittal letters	forms and form letters used to transmit military pay records	at military pay subject matter areas	destroy 60 days after close of pay period to which they pertain

TABLE 177-32. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
33	nonavailability of government quarters and mess	retained organizational copies of forms and related records	at issuing/approving authorities	destroy 1 year from date of issue
34	posting media	records (other than source data) such as journal vouchers, posting data transfer forms, similar forms, and specialized posting media used for machine applications, used to provide input data to the accounts control area		destroy after 3 months EXCEPTION when discrepancies are involved, destroy 3 months after discrepancies are cleared
35	JUMPS transaction cards	EAM cards for JUMPS input transactions	at all preparing activities	destroy after 15 days
36	PCS package transfer actions	original forms filed in member's PCS package		destroy after gaining AFO verifies inclusion of appropriate records and posting of payments
37		copies	at losing AFOs	destroy after 6 months or when no longer needed, whichever is sooner
38	AFO payment authorization (JUMPS)	original forms authorizing local payment by AFOs and other military Services, including messages or letters advising paying AFO that payment has been entered on MMPA, used to support payment		send to HQ AFAFC/AJQED by 15th of month following end of month processed (see note 1)
39		second copies of above forms forwarded to paying and collecting as subvoucher to military pay voucher		destroy 1 year plus 1 month after close of FY in which created, provided there are no outstanding discrepancies for which corrective action has been prescribed by HQ AFAFC (see note 2)
40		third copies of above forms keypunched for input to daily update		see rule 34
41	pay authorization balance sheet	computer listings	at military pay subject matter areas	destroy after 6 months
42	pay service file leave and earning statement mismatch listing			destroy after 3 months.
43	pay service file utility print options			destroy when no longer needed, but no later than 2 months after date of creation
44	international balance of payments	summary payroll list		destroy after 6 months
45		quarterly list		
46		summary cards held for production of quarterly report		destroy 2 months after creation of quarterly report
47	money lists (copies other than AFO retained file of disbursement and collection vouchers)	data concerning regular payrolls		destroy after 3 months
48	one-time military payroll money list	data concerning one-time pay authorizations from HQ AFAFC		
49	sequence check listing	breaks in check numbers of checks processed		
50	TD Form W-2	listing of mismatches between pay service file and TD Form W-2 tape		
51		listing of data printed on member's TD Form W-2 used to recreate W-2s, if necessary		destroy after 2 years

TABLE 177-32. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
52	edit error list	error conditions created when 9B product control cards fail B-3500 edits		destroy upon correction of error
53	check issue listing	every computer-produced military payroll check issued by the AFO	at paying and collecting subject matter areas	see table 177-19
54			at subject matter areas other than paying and collecting	destroy after 3 months
55	pay service file print	current pay and leave information and summary of last 32 transactions	filed in member's PCS package upon PCS	destroy when purpose has been served, but not later than 6 months after creation
56	error cards	cards used to correct errors or reject transactions	at military pay subject matter areas	destroy upon correction of error or upon determination that transaction was erroneous and will not be resubmitted
57	JUMPS-grams	computer printouts transmitted via AUTODIN containing special instructions from HQ AFAFC to AFOs re military pay processing		destroy when obsolete or rescinded.
58	leave orders (emergency and special)	copies of leave orders authorizing emergency or special leave for oversea personnel to CONUS	at units of attachment or assignment	destroy after approval of leave request/authorization form
59	servicemen's group life insurance elections or declinations	copies of forms	at CBPOs	destroy when superseded by newly executed election.
60	reconciliation lists	summaries of JUMPS payment/collection transactions, used to reconcile payment/collection postings with master military pay accounts or with cash accountability reports (MAFR)		destroy 1 year after year/month comes in balance.
61	reference materials	JUMPS company code directories, JTR indexes, JUMPS locators, listing of amounts paid centrally to financial organizations, and other similar products		destroy after 6 months
62	pay adjustment authorization	copies of pay adjustment authorizations initiated by AFO or received from other AFOs or HQ AFAFC	at initiating military pay subject matter areas	destroy suspense copy upon return of receipted copy, destroy receipted copy after 6 months.
63			at receiving military pay subject matter areas	include original in substantiating records (see rule 1); destroy retained copy with DROTs (see rules 13 and 14)
64	temporary lodging allowance (TLA) entitlements	request for TLA and supporting records such as TLA worksheets, TLA expense, initial TLA authorization and continuation request/approval	original forms used to compute and support payment	send to HQ AFAFC/AJQED per AFM 177-373, volume I
65			copies at military pay subject matter areas used to provide data for payment	see rule 26
*66			case file copies at TLA initiating office used for authorization and payment	destroy 1 year after termination of TLA (EXCEPTION. when discrepancies are involved, destroy 6 months after they are cleared)
*67	management case files	indebtedness records, including bankruptcy	at military pay subject areas	include in PCS package upon PCS, if separating or retiring, include in separation/retirement paperwork (see rule 71)
68		basic allowance for quarters (BAQ) recertification		destroy 2 years after member departs PCS or when superseded by new recertification

TABLE 177-32. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
69		authorization/designation for emergency pay and allowances		destroy upon PCS or when superseded by new authorization.
*70		discretionary files based on local needs		destroy upon PCS, when superseded, obsolete, or no longer needed, whichever is sooner
*71		separation/retirement paperwork		destroy 6 months after member separates
*72		Article 15/court martial order (CMO)		destroy after 6 months
*73		state income tax withholding (SITW) recertification		destroy after 1 year
*74	permanent change of station (PCS) package	pay service file (PSF) print, leave and earning statement (LES) history print, indebtedness records, and similar records		destroy when purpose has been served, but not later than 6 months after date of creation
*75	quality assurance batch print	all transactions input into a data collection batch (to verify keyed data)		destroy after cycle has been successfully transmitted to AFAFC
*76	data collection input transmittal listing	all transactions transmitted to AFAFC via data collection in a cycle(s)		destroy after receipt and printing of AFAFC update results
*77	password control rosters (AF Form 199)	password and operator IDs for personnel authorized access to the minicomputer	maintained by the AFO	destroy 1 year after the roster is replaced by a new roster
*78	input transaction listings	AFO transactions assigned a document number	at military pay subject matter area	destroy after 3 months

NOTES.
1. HQ AFAFC/DAD retires to Denver FARC with original accounts per table 177-5
2. AFOs are notified of discrepancies or out-of-balance conditions by DAD or Directorate of Military Pay via the voucher balancing and MAFR reconciliation reports. Vouchers must be retained until discrepancies or out-of-balance conditions are corrected
3. Authorizations for members who turn in a meal card upon becoming eligible for basic allowance for subsistence (BAS) are verified to the daily register of transactions (DROT), then filed with the meal card control register, and destroyed per table 146-1, rules 14 and/or 15

TABLE 177-34

RETIREE AND ANNUITANT PAY SYSTEM (RAPS) RECORDS AT AFAFC

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	retired pay folders	source records used to establish and continue the pay of retiree and to establish entitlement of unpaid pay and allowances and death gratuity to the survivors, to include retirement orders, data for payment of retired armed forces personnel, survivor benefits elections, emergency information, statement of employment, withholding certificates, Veterans Administration and Office of Personnel Management waivers, correction of information, etc , and records such as medical reports, court-appointed fiduciary and other related papers pertaining to mentally incompetent individuals	terminated due to death or removal from temporary disability retired list	retire to Denver FARC after 1 year where they will be destroyed 6 years after calendar year in which terminated

TABLE 177-34

RETIREE AND ANNUITANT PAY SYSTEM (RAPS) RECORDS AT AFAFC

RULE	A If the records are or pertain to	B consisting of	C which are	D then
2	annuity pay folders (RSFPP, SBP, limited income)	source records used to establish and continue the pay of an annuitant, such as application for annuity, dependency indemnity compensation, and social security information, certificate of continued eligibility, minimum income claims, request for federal income tax withholding, custodianship certificate, and other documenting evidence	terminated due to death or termination of annuitant (see note 1)	
3		disallowed limited income claims, correspondence and other pertinent data		destroy 1 year after claim has been disallowed
4	retirement orders with revocations	copies sent to HQ AFAFC for information		destroy 90 days after date of order
5	trustee folders (mentally incompetent retirees)	source records used to establish and continue payments to trustee in behalf of mentally incompetent member, such as application for trusteeship, trustee pledge of responsibility, surety bonds, trustee designation, trustee reports, etc	terminated due to death of member, appointment of legal representative or when member is declared competent	destroy 6 years after calendar year in which terminated.
6	trustee folders (mentally incompetent active duty members)	source records (medical reports, court orders, application for trusteeship, trustee pledge of responsibility, surety bonds, trustee designation, trustee reports, comfort items reports, military pay orders, and other related records) used to establish and continue payments to court-appointed fiduciary or to a trustee in behalf of active duty member	terminated due to death, discharge, separation or when member is declared competent (see note 2)	destroy 6 years after calendar year in which terminated.
7	personal financial records (PFR) for mentally incompetent active duty members	financial information on individual members forwarded to AFAFC/RPT by accounting and finance officer	terminated due to death, discharge, separation or retirement	destroy after 6 years (see note 3)
8			for members who continue on active duty	
9	substantiating information	allotment authorizations (starts, stops, changes) indebtedness, tax levies payroll deduction agreements, and other related records, used to increase or decrease the net pay of the retiree or annuitant		send to HQ AFAFC/DADA after 3 months where they will be retired to Denver FARC per table 177-5
10	update processing data (not pay-affecting)	change of check, correspondence, and allotment addresses, authorizations for deposit of federal recurring payments, monthly certificates of existence copies of request for stop payments, removal of stop payment action, and unavailable check cancellations, requests for disposition of checks and bonds and returned check documentation, and other miscellaneous history items and company code changes, used to update the master file history		destroy 3 months after processing date
11	retiree/annuitant pay master file history	account identification, entitlement data, pay and allotment data, accounts receivable and transaction history	originals (month-end) at HQ AFAFC	retire to Denver FARC where they will be destroyed after a total of 40 years
12			operational copies in central reference area at HQ AFAFC	destroy daily copies after receipt of month-end, destroy month-end copies after 10 years
13			operational copies of daily and month-end, in functional areas at HQ AFAFC	destroy after receipt of next month-end copies

TABLE 177-34. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
14	voucher data	retiree, annuitant, and allotment voucher listings and summaries, blanket company and financial organization listings and summaries, bond schedules, VA Class N summaries and accounts receivable listings and other related data	originals at HQ AFAFC	retire to Denver FARC where they will be destroyed after a total of 6 years and 3 months per table 177-5
15			copies in the fiscal area at HQ AFAFC	destroy 1 year plus 1 month after close of FY in which created, provided there are no outstanding discrepancies
16			copies used for reference and inquiry purposes at HQ AFAFC	destroy after 2 years or when no longer needed, whichever is sooner
17	voucher balancing, reconciliation and control data	subsidiary data used to reconcile voucher balancing for disbursement and collections, such as accounting controls, processing parameters, pay authorizations, deposit, check and bond totals and check control summaries, blanket company and VA Class N debit/credit registers, journal vouchers, work sheets for schedule of transactions, transcripts, ledgers, and other accounting media	in the fiscal area at HQ AFAFC	destroy 1 year plus 1 month after close of FY in which created, provided there are no outstanding discrepancies
18	edit, reconciliation and exception listings	uncleared transactions, lot proof listings, management notices, pay status analysis, payment and processing exceptions, VA allotment and master file reconciliation listings and other similar products, used for research, correction, review and reconciliation of rejects, conditions or events		destroy after 1 year or when no longer needed, whichever is sooner
19	management information	data which reflects the activity of the retiree and annuitant pay system, internal examination records, and other related records, used for statistical and management purposes		destroy after 2 years or when no longer needed, whichever is sooner
20	reports (controlled or uncontrolled)	tabulations, summaries or feeder reports used for budget, statistical or information purposes		destroy after 1 year or when no longer needed
21	tax data	federal income tax withholding records such as TD W2, W2Ps, W2P negative/zero balances, alien control lists, retiree and annuitant W2P control lists		destroy 4 calendar years after taxes are paid
22	reference materials	company code directories, locators and other similar products		destroy when superseded
23	transmittal letters	forms or correspondence used to transmit records or to request records or information		destroy when records or information are received
24	posting media	records (other than source data) used for machine application or control such as post data transcript forms, work sheets		destroy after 90 days or when no longer needed
25	control logs	manual and computer payments used to record disbursement and collection vouchers		destroy 1 year after close of FY in which created
26	record control	logs of numbered and unnumbered source records such as MPO logs, transmittal logs		destroy 90 days after close of FY in which created

NOTES

1 Limited income cases are subject to be reopened

*2 If member is placed on the permanent or temporary disability retired list, records will be retired per rule 1

3 This series is discontinued, retired segments at Denver FARC are eligible for destruction through 1986

TABLE 177-35

*QUALITY ASSURANCE PROGRAM (QAP) RECORDS FOR ACCOUNTING AND FINANCE OPERATIONS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	planning	records on developing, formulating and issuing policies, guidelines, and overall direction of the QAP for all accounting and finance operations	at issuing activities of MAJCOMs and HQ AFAFC	destroy 3 years after superseded, obsolete or inactivation of activity
1.1			at AFOs	destroy 1 year after superseded, obsolete or inactivation of office
2	administrative management	technical assistance and advice on quality matters, motivational material, and routine communications about appointing a QAP monitor establishing and reviewing performance standards and goals, establishing sampling plans, evaluating effectiveness of the QAP, or about awards or recognition for outstanding quality achievement	at issuing or requesting activities	destroy 1 year after superseded or obsolete or when no longer needed, whichever is sooner
3	examinations, inspections and surveys	reports on examinations, inspections, systems and surveys (including findings, recommendations, rebuttals and followup actions), and other related records	at offices performing the examinations, inspections and surveys	destroy after 3 years
4			at examined, inspected or surveyed activities	destroy 1 year after all corrective actions have been completed or after next comparable examination, inspection or survey, whichever is later
5			at MAJCOMs, intermediate, monitoring or evaluating offices	destroy 1 year after all actions are completed
6			information copies of other unit or activity inspections or examination reports furnished for self-inspection, and replies when required	destroy 3 months after own comparable inspection report is received or when no longer needed, whichever is sooner
7	workpapers	records required to develop standards	at HQ AFAFC	destroy after 4 years.
8		tabulations, computer printouts, copies of records, etc	at offices performing the examination inspection and surveys	destroy after 1 year
9	quality aids	quality assurance bulletins, checklists, self-inspection guides or similar records, and related information not published as, or a supplement to a standard publication per AFR 5-1 (see table 5-1)		destroy when superseded, obsolete, or no longer needed

178. Cost and Management Analysis. These tables cover records pertaining to the methods of analyzing management in terms of principal missions or organizational objectives, developing standards to evaluate performance, providing planning factors, isolating problem areas to facilitate command decisions, and insuring economical use of AF resources.

TABLE 178-1

STUDIES AND REPORTS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	studies, analyses, and summaries	formal management analyses, studies and summaries that measure and evaluate Air Force performance in carrying out its substantive mission responsibilities but excluding management analyses, studies and summaries covered elsewhere in AFR 12-50, such as office management studies covered by table 10-1 and feasibility studies for information management technology and equipment covered by tables 12-1 and 300-1	accumulated at management analysis offices and functional staff offices having primary responsibility for managing the program or system	retire as permanent Offer to National Archives when 25 years old
2		routine periodic analyses and studies		destroy when obsolete or no longer needed
3		feeder reports and other background or source data required for validation of costs, to complete estimates, reflect changes and/or trends		destroy when no longer needed
4	program evaluation review technique (PERT)	diagrams and analyses created to graphically and analytically monitor the progress of command programs and projects	at management analysis activities	destroy after 8 years
5			at staff activities	destroy when superseded, obsolete, or no longer needed
6	information requirements management	basic policies and procedures pertaining to AF information requirements management program	at HQ USAF and MAJCOMs and made a part of the record set of the applicable publication to which they pertain	see table 5-1
7	reports control case files	directives prescribing reports, correspondence, and other action records on each report accumulated by information requirements management control offices	superseded or obsolete documentation pertaining to current reports	destroy superseded or obsolete records upon receipt of new material
8			all records pertaining to discontinued reports	destroy 2 years after discontinuance
9	daily reports notices (DRN) advisory messages	DRN advisory messages, information copies of applications for approval of reports forwarded to HQ USAF for DRN confirmation of inter-command reports	at information requirements control offices	destroy after 1 year

TABLE 178-2

COST CENTER PERFORMANCE MEASUREMENT SYSTEM

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	cost center performance summary (CCPS)	master file monthly (except June) CCPSs	at MAJCOMs and below	destroy at end of fiscal year
2		master file of June CCPS		destroy after 3 fiscal years
3		cards, magnetic tapes, edit listing produced in the process of creating CCPS		destroy after 60 days
4		cost data audit listing		destroy at end of fiscal year
5		transcript forms		destroy when no longer needed

***182. Official Mail and Administrative Communications Distribution Management.** These tables cover disposition of records pertaining to policies, procedures and instructions governing worldwide postal operations, postal finance services, and official mail management and accountability; include operational instructions for air post offices (APOs), aerial mail terminals, base information transfer centers, mobile distribution systems, mail directories, and transportation systems.

TABLE 182-1

ADMINISTRATION OF POSTAL ACCOUNTS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	money orders	PS Form (PS) 6019, Military Post Office (MPO) Report of Money Order Business, and supporting records	at postal activities	destroy after 2 years (EXCEPTION destroy verification copy after verification or completion of corrective action)
2		records of money order forms and fund transactions— DD Form (DD) 885, Money Order Control Record, PS 6990, Invoice Money Order Form, PS Form 17, Stamp Requisition used to requisition money orders		destroy after 2 years
3	stamp stock	PS 17, Stamp Requisition	custodian of postal effects' (COPE) copies at postal activities	destroy after 6 months
4			window clerk's copies at postal activities	destroy upon completion of next audit
5		PS 3295, Daily Record of Stamps, Stamped Paper and Nonpostal Stamps Issued and Received, PS 3958, Main Stock Transaction Record	at postal activities	destroy 1 year after completion of form
6		PS 3220, Claim for Stamped Envelope Discount		destroy when credit is received from source of supply
7	unit stamp and money order purchases	DD 1118, Unit Mail Clerk's Receipts for Funds and Purchase Record	at unit mail room	destroy 90 days after transaction completed
8	official postage meter licenses	PS 3601-A, License to Use Postage Meters	at offices using official postage meters	return to SAF/AADAQA when postage meter operation is relocated or terminated
9			at SAF/AADAQA	forward terminated license to US Postal Service (USPS)
10	postage meter operations (not covered in rule 14)	PS 3602-PO, Report of Meter Setting, and supporting records	at postal activities and offices using official postage meters	destroy 2 years after form completed
11		PS 3602-A, Daily Record of Meter Register Readings, PS 3603, Receipt for Postage Meter Settings, PS 3610, Record of Postage Meter Settings; PS 3533, Application and voucher for Refund of Postage and Fees		destroy 2 years after date of final entry
12	permit imprint mailing statements	PS 3602, Statement of Mailing With Permit Imprints, PS 3602-PC, Statement of Mailing Bulk Rates, PS 3605, Statement of Mailing Bulk Zone Rate	at official mail activities	destroy 1 year after date of mailing
13	daily financial report	PS 1412-B, Daily Financial Report and supporting records	at postal activities	destroy after 2 years

TABLE 182-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*14	postage expenditure reports	PS 3612, Official Mail Postage Meter Quarterly Report, AF Form 1394, Quarterly Postage Expenditure Report, PS Form 176, Penalty Mail Stamp Requisition, AF Form 202, Quarterly Official Mail Stamp Requisition/Use Report, AF Form 3216, Consolidated Official Mail Postage Report	at official mail activities, MAJCOM or SOA/DAA and SAF/AADAQA	destroy after 1 year or when no longer needed, whichever is later
15	audits	audit summary— DD 2259, Report of Audit of Postal Accounts	at COPE at postal activities	destroy after 6 months
16			at window clerk at postal activities	destroy upon completion of next audit
17		audit record— PS 3368, Stamp Credit Examination Record	at postal activities	destroy 1 year after account is withdrawn
18	fixed credit receipts	PS 3367, Fixed Credit Receipt, PS 3369, Stamp Credit Receipt		destroy when superseded or upon reassignment of individual, whichever is sooner

TABLE 182-2

MAIL ACCEPTANCE AND DELIVERY

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*1	appointment of unit mail clerk or mail orderly	DD 285, Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly	at postal activities, unit mail rooms and official mail activities	destroy 2 years after cancellation
*2		DD 2260, Unit Mailclerk/Orderly DesignationLog		destroy 2 years after last entry on log has been revoked
*3	dispatch and delivery receipts on accountable mail	PS 3806, Receipt for Registered Mail, PS 3849A, Delivery Notice or Receipt, PS 3849B, Delivery Reminder or Receipt, PS 3850, Record of Delivery Registered, Numbered Insured, Certified and COD Mail, PS 3854, Manifold Registry Dispatch Book, PS 3877, Firm Mailing Book for Registered, Insured, COD, Certified, and Express Mail, PS 3883, Firm Delivery Book-Registered, Certified and Numbered Insured Mail, DD 1384, Transportation Control and Movement Document		destroy after 2 years (see note)
*4	mail call or hours of collection notices	DD 1115, Mailroom, USPS Label 55, Mail Collection Times		destroy when new forms are posted
5	postal directory	directory cards on persons assigned Postal Service Center (PSC) postal receptacles or authorized to receive mail through general delivery		destroy 1 year after permanently assigned personnel depart, or 3 months after transient personnel depart
*5.1				if person was TDY or in student status 6 months or less, destroy 3 months after transient departs

TABLE 182-2 CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*6	mail seizure reports	records pertaining to the seizure of mail	at postal activities	destroy after 1 year
*7	mail covers	records, including reports, resulting from mail covers		destroy after 8 years
*8	change of address	new mailing address information	at PSCs	destroy when no longer needed
*9	mail change notice	DD 2258, Temporary Mail Disposition Instructions		
*10	issuing postal receptacles	DD 2262, Receptacle Record	at PSCs or unit mail rooms	destroy after recording first entry on a new form, indicating box reissued
*11	status of PSC customers	notifications to units	at PSCs	destroy when no longer needed
*12	standing delivery order	PS 3801, Standing Delivery Order		destroy 2 years after cancellation.
*13	recall of mail	PS 1509, Senders Application for Recall of Mail	at postal activities	destroy after 1 year
*14	accountable container receipts	receipts for accountable containers: dispatched/received via registered mail, dispatched/received via other than registered mail or via inter-office distribution, and in pouches or other consolidated mailings	at postal activities	destroy after 2 years when used as an intransit receipt by the Base Information Transfer System, distribution office or other messenger. (EXCEPTION destroy suspense copy of receipt after return of signed receipt)
*15		unsigned duplicate copies used for tracer and control purposes		destroy after 90 days or when no longer needed, whichever is later
*16	Application for Registration or Certification of Official Mail	AF Form 627 used to obtain a receipt for sealed accountable containers being dispatched via registered mail		destroy after 2 years
*17		AF Form 627 used to obtain a receipt for sealed accountable containers being dispatched via other than registered mail		destroy after 1 year
*18		AF Form 627 used in place of an accountable container receipt		destroy on return of signed document receipt
*19	weapons system pouch (WSP) service	correspondence, including letters of authority, to establish and discontinue WSP service	at MAJCOMs	destroy 1 year after termination of the WSP service
*20			at requesting activities	destroy 3 months after cancellation of the WSP service, or when no longer needed, whichever is sooner
*21	postal analyses and summaries	analysis/summary records from Transit Time Information System for Military Mail, Postal Activity Reporting System, and Postal Net Alerts, and Container Receipt Summaries	at postal activities	destroy after 6 months

NOTE: When an APO or Aerial Terminal is closed, records of accountable mail on USPS forms are mailed to serving postmaster (Military Records Unit).

TABLE 182-3

MAIL MOVEMENT

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*1	receipt and dispatch of mail	mail manifests (PS Form 2900, US Military Mail by US Commercial Air Carriers Dispatch Record, Alaskan Air Mail Dispatch Record, PS 2942-A, AV-7 Delivery List, PS 3830-A, Registry Dispatch Record, DD 1384, Transportation Control and Movement Document, DD 1385, Cargo Manifest, Transportation Control Number log forms, Government Bills of Lading, DD 878, Military Mail Dispatched	for registered mail	destroy after 2 years (see note)
2			for nonregistered mail	destroy after 1 year
*3		DD 1372, Mail Manifest	at postal activities	destroy after 3 months.
*4		PS 2277, Transit Time Information System for Military Mail Daily Work Sheet		destroy 60 days after message report is submitted
5	small-parcel shipment billing or shipping records	records generated by small-parcel shipping companies		destroy after 1 year or as specified in contract, whichever is later
*5.1		records for material sent as part of the Foreign Military Sales/Security Assistance Program which may be needed to answer a Report of Item Discrepancy		destroy 2 years after shipping/billing date or as specified in delivery service contract, whichever is later
*6	irregular makeup and dispatch of mail	DD 2273, Irregularities in Makeup and Dispatch of Mail	at cited postal activities	destroy 6 months after remedial action is completed.
6.1			at other than cited postal activities	destroy after 6 months
*7	irregular handling of mail	PS 2759, Report of Irregular Handling of Mail	at MAJCOM postal squadrons	destroy after 2 years or when no longer needed, whichever is later
*8			at originating stations	destroy after 1 year
*9	incoming command pouch	log used to record pouch number	at receiving station	destroy after 3 months.

NOTE When an APO or Aerial Mail Terminal is closed, records of registered mail on USPS forms are mailed to serving postmaster (Military Records Unit)

*TABLE 182-4

POSTAL ADMINISTRATION RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*1	board of officers proceedings and reports of survey	records on circumstances on loss, damage, unserviceability, or destruction of USPS funds or property or accountable mail, and determining pecuniary or other responsibility	at field activities	destroy 1 year after final disposition or when no longer needed, whichever is sooner.
2	postal offense case files	postal offense reports, investigative (OSI) reports and related reports on investigation of offenses against the postal service under AF jurisdiction	at MAJCOM postal squadrons	destroy 2 years after case is closed
3			at field activities	destroy 3 months after case is closed
4	utilization of APO facilities	approved/disapproved requests from persons or organizations, other than those authorized by DOD 4525 6M, to use the Military Postal Service (MPS)		destroy after 1 year or when no longer needed, whichever is sooner

TABLE 182-4. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
5		suspensions	withdrawals of use of APO privileges from individuals/organizations	destroy 3 months after suspension is withdrawn, or on reassignment or separation of individual
6		revocations		destroy 1 year after privileges are reinstated, or 1 year after reassignment or separation of individual
7		limitations		destroy 3 months after limitation is withdrawn, or on reassignment or separation of individual
*8	claims paid by USPS and UPS	claims forms PS 542, Inquiry About Registered Article or an Insured Parcel or an Ordinary Parcel; PS 565, Registered Mail Application for Indemnity/Inquiry, PS 673, Report of Rifled Parcel; PS 1510, Mail Nondelivery Report, PS 2855, Claim for Indemnity-International Registered and Insured Mail, PS 3760, Wrapper Found Without Contents; PS 3812, Request for Payment of Domestic Postal Insurance/Claim Identification, PS 3831, Post Office Record of Claim; PS 3841, Post Office Record of Claim		destroy after 2 years.
*9	complaints and inquiries	customer comments. PS 4314-C, Customer Service Card; PS 4314-P, Customer Service Card		destroy 1 year after case closed or when no longer needed, whichever is later
10	unit mail service inspection	checklists		destroy after 1 year
*11	tracers	processing records: PS 3830-A, Registry Dispatch Record; PS 3854, Registered Mail Dispatch Bill		destroy after 2 years
*12	designation/termination of postal clerks	DD 2257, Designation/Termination MPC-FPC-COPE-PFO (see note)		destroy 2 years after termination
*13	registry balance and inventory	PS 2261, Registered Mail-Balance and Inventory	at postal activities	destroy after 2 years
*14		duplicate copy	at MPO supervisor or designated representative/agency	destroy 30 days after verification of original
*15	postal operations proficiency training	master Job Proficiency Guide	at MAJCOM postal squadrons and postal activities	destroy when superseded
*16	postal bulletins		at postal activities	destroy after 6 months and/or after bulltin matter entered in a USPS publication
*17	distribution and location listings	mail distribution scheme, MPO location lists, and related records		destroy on receipt of a later revision, or on inactivation of using activity, whichever is sooner
*18	inventories of postal supplies and USPS equipment	PS 1586, Supply Record; PS 1590, Supplies and Equipment Receipt	at postal activities	destroy when superseded
*19	requisitions for USPS equipment, supplies, publications, coded tags and labels	PS 1567, Requisition for Rubber and Steel Stamps Only, PS 1578-A, Requisition for Large Labels, PS 1578-B, Requisition for Non-Standard Facing Slips and Labels, PS 1957-C, Request for Military Tags and Labels, PS 1957-D Request for Tags and Labels, PS 4686-A Shipping Order; PS 4984, Repair Parts Requisition, PS 7380, Supply Center Requisition; PS 7381, Requisition for Supplies, Services or Equipment		Destroy after requisition is filled or when no longer needed, whichever is later

TABLE 182-4. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*20	repairs to postal equipment	equipment history-PS 4805, Work Record Sheet		transfer with unserviceable equipment to the accountable USPS postmaster

183. Courier Administration and Operations. This table covers records accumulated in the administration and operation of the Armed Forces Courier Service, a triservice agency (Army, Navy, Air Force) of the Joint Chiefs of Staff.

TABLE 183-1

ARMED FORCES COURIER SERVICE (ARFCOS)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	Receipt to Sender	ARFCOS Form 1, used as a receipt for ARFCOS material to sender	copies used by agencies other than ARFCOS activities to obtain a receipt for accountable containers dispatched thru ARFCOS	destroy on return of signed receipt, or after 1 year when used as an intransit receipt.
2			at Armed Forces Courier Stations (ARFCOSTAs)	hold 1 year and send to ARFCOS Supply Center which will consolidate and send to WNRC, destroy when 6 years old
3	Pouch Invoice listing material	ARFCOS Form 3		
4	Courier Designation	ARFCOS Form 5, used to designate an escort for ARFCOS material between ARFCOSTAs		
5	Delivery Receipt for ARFCOS material from account	ARFCOS Form 4		
6			copies used by agencies other than ARFCOS activities as an intransit receipt for incoming accountable containers thru ARFCOS	destroy after 1 year
7	Receipt for ARFCOS controlled items/ equipment	ARFCOS Form 2	at ARFCOSTAs	destroy upon turn-in of accountable item.
8	request for ARFCOS supplies/equipment	ARFCOS Form 7		destroy after 1 year
9	Identification Card for couriers/assistant couriers	ARFCOS Form 9, used to identify couriers/assistant couriers		destroy immediately upon relocation of courier/assistant courier, IAW ARFCOS Manual Ch 16, paragraph 1602h
*10	Armed Force Courier Authorization Record	ARFCOS Form 10, used for authorization of account and signature verification		hold 1 year and send to ARFCOS Supply Center which will consolidate and send to WNRC, destroy when 6 years old

TABLE 183-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
11	Channel and Cost Report	ARFCOS Form 13, used for planning and budgeting at HQ USAF level		destroy after 1 year
12	Statement of Refusal to Serve as Designated Courier/Courier Assistant	ARFCOS Form 17, used for possible punitive action		destroy after 1 year
13	Allowance List	ARFCOS Form 18, used to set level of ARFCOS forms on hand		destroy when superseded
14	Records Shipment List	ARFCOS Form 20, used as a receipt for records shipped		destroy after disposal date of the records it forwarded
15	ARFCOSTA Inventory	ARFCOS Form 23, used as an inventory and balance record		destroy after 1 year

190. Public Affairs. These tables cover documentation relating to general policies and procedures for internal information and community relations programs; and information and advice regarding an internal information effort which will inform and motivate Air Force personnel, maintain liaison with public news media, promote public understanding of Air Force activities, and develop and maintain cooperation between the AF and the community.

TABLE 190-1
PUBLIC AFFAIRS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	public affairs releases	public affairs releases to news media, including statistical reports, data sheets, news releases, speeches, scripts, briefings, answers to queries, photographs, slides, motion pictures, videotapes, background material, clippings, audio recordings, and public service radio programs	copies other than file copies	destroy when no longer needed
1.1			originals or official file copies on any subject which are determined by the Public Affairs Officer to be routine or having no lasting or only temporary significance to the unit's mission, policies, or status	destroy after 1 year
2			originals or official file copies which are determined by the Public Affairs Officer to be of lasting significance in relation to the unit's mission, policies, status and all original releases of the Office of Public Affairs (SAF/PA)	retire as permanent (see note 5)
2.1	recruiting hometown news releases	releases to local news media for enlistments in the delayed enlistment program and enlistment or commissioning into the USAF		destroy after 3 months
3	biographical files	biographical sketches, photographs, news clippings, and related correspondence reflecting on the careers of AF members (military and civilian) who have performed outstanding services for the AF	for members transferring from one AF installation to another	forward to gaining activity on transfer of individual

TABLE 190-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
4			for civilians who transfer to another government agency or separate from the AF (except for those covered by rule 6)	destroy on separation of individual from the AF
5			at SAF/PA	transfer files to HQ USAF OPR on separation from the AF
6			at HQ AFSINC for retired general officers and appointed officials (see note 1)	retire as permanent (see note 2)
7			at MAJCOMs for VIP civilians	destroy on separation of individual from the AF
7.1			at MAJCOMs and below for active duty and retired general officers	destroy when no longer needed
8			(RESERVED)	
9			all files other than rules 3 through 7 1	destroy 5 years after separation of individual from the AF or when no longer needed (see note 3)
10	special events planning	correspondence, minutes of meetings, photographs, plans, layouts, drawings, manpower requirements, progress reports, and similar records used in planning military ceremonies, retirements, funerals, dedications, special holidays, parades, etc		destroy after 4 years, or when no longer needed, whichever is sooner
11	public affairs offices files of hometown news releases	hometown news release data, with background or supporting materials and related correspondence		destroy when no longer needed or send to gaining installation public affairs office if news is of sufficient interest
12	card index file	names, dates and news subjects of each news release form forwarded to Home Town News Center	at public affairs offices	destroy after 1 year
12.1	log books			destroy when no longer needed
13	speakers bureau files	biographical data, 8" x 10" glossy photograph, type of organization and events for which speaker is best suited, subject matter he is best qualified to present, and record of speeches and public appearances made		destroy when individual is separated from the AF, or send to gaining activity on transfer of individual
*14	AF newspapers and news periodicals	record sets published under AFR 190-1	produced at any level by or through public affairs offices	destroy when no longer needed or on inactivation of the organization for which published (see notes 6 and 7)
15		copies		see table 11-1
16	national scouting organizations	scouting project officer's monthly summary of installation's activity in the program	at installation and regional levels	destroy after 2 years
17			(RESERVED)	
18		scouting liaison officer's monthly narrative and statistical reports summarizing regional participation in the program	at regional and director, USAF scouting levels	destroy after 2 years
19		scouting liaison officer's annual report and operating plan of activities in each region, including budget data		destroy after 10 years

TABLE 190–1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
20	politico-military matters			see table 110–1
21	itineraries of visits	messages, correspondence and form records maintained by "visitors bureaus" to monitor visits by US citizens to oversea areas		destroy 1 year after completion of visit
22	basic public affairs records	letters, messages and other documentation denoting policies, procedures and guidance		destroy when policies, procedures or guidance are superseded or no longer current
23	distinguished visitor program documentation	messages and other correspondence, guest lists, invitations, schedules, airlift requests, authority to use commercial airports, etc		destroy when no longer needed
24	public affairs program reference and guidance material	correspondence, news clips, biographies, brochures, schedules, prior releases, releasable statements, and data on organizations, plans, programs, equipment, tactics, techniques, capability, etc		
25	news media visitor documentation	messages and other correspondence, guests lists, invitations, schedules, results of visits		destroy after 1 year.
25.1		after action reports, summaries, clippings, and evaluation comments		destroy when no longer needed
26	exhibit case files	information on the development, acquisition and use of AF exhibits for public display	at AF Orientation Group	destroy when exhibit is refurbished or retired, or when no longer needed, whichever is later
27	publications of the Newsclipping and Analysis Service	publications such as Current News, Supplemental Clips, Equal Opportunity Current News, Radio–TV Defense Dialog, Selected Statements, Foreign Media Edition of Current News, and Friday Review of Defense Literature	at SAF/AAR	retire as permanent (see note 4)
28	news clipping collection	news clippings taken from newspapers, periodicals, and the wire services	paper copy at SAF/AAR	donate to the Library of Congress when no longer needed
29			microfilm copy at SAF/AAR	transfer it as nonrecord reference material to the NARS Military Archives Division when no longer needed

NOTES.

1 Appointed officials consist of the Secretary of the AF, the Under Secretary, Assistant Secretaries and the Chief Scientist

2. Offer to the National Archives in 10–year blocks when latest document is 25 years old.

3 These records are not authorized for retirement to federal records centers

4. Offer publications dated before 1982 to National Archives in 10–year blocks when the most recent publications are 30 years old Offer publications dated 1982 and later to National Archives in 10–year blocks when the most recent publications are 5 years old

5 Offer to the National Archives in 5-year blocks when latest record is 20 years old

*6. On inactivation, AF newspapers and news periodicals may be presented to a local library, college or other public activity on request See AFR 12–50, volume I, paragraph 4–10 for transfer rules.

*7. See table 5–1 for record sets of Air Force periodicals.

TABLE 190-2

HOME TOWN NEWS CENTER RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	home town news center data	master media case files of the various news media (newspapers, radio stations) which participate in servicing releases of hometown news		retire as permanent on inactivation of the home town news center
2		card index for control of rule 1 records		interfile cards in their related master media case folders
3		media marker records of code listings for classifying the news releases of various news media		destroy when superseded or no longer needed
4		news release guides used for developing news items and feature story releases		
5		statistical data, tabulations, summaries, and related reports reflecting the type and quantity of work accomplished		destroy after 1 year.
6		copies of activity and effectiveness reports		
7		radio and TV interview data, and related interview tapes	originals	return to originating activity.
8			copies	destroy 3 months after release of the interview tape to the hometown news media, or 1 month after the original interview tape is killed, whichever is applicable
9		card index of the TV stations in each state, used as a control reference of their coverage		destroy when obsolete or no longer needed
10		biographical files consisting of home town news releases and biographical data, attached photos, negatives or prints and other pertinent data		destroy 2 months after date of release to the home town media for publication.

TABLE 190-3

AMERICAN FORCES RADIO AND TELEVISION (AFRT) RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	negotiations and conflicts of AFRT operations	talks, frequency limitations, civilian boundary disputes, and background information on setting up AFRT	at local AFRT facilities	destroy 2 years after inactivation of unit
2	authorization to operate	frequencies granted, emergency frequencies and call signs		
3	public affairs internal information programs	broadcasting policies		destroy after a new policy of the same subject is made.
4	operation of AFRT	operational instructions		destroy when superseded or obsolete.
5	recorded discs or magnetic tapes	records of discs or magnetic tapes		destroy after 1 year or when no longer needed, whichever is sooner
6	program restriction files	records pertaining to the establishment/removal of program restrictions imposed by the television industry	at broadcasting units in oversea areas	destroy when superseded or on inactivation of unit.

200. Intelligence. These tables cover disposition instructions for records pertaining to collection, identification, evaluation, classification and dissemination of general and technical intelligence.

TABLE 200-1
INTELLIGENCE RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	indexes or accession lists	manual or machine-produced subjective, regional, country or similar indexes or accession lists of raw finished intelligence used for research, identification, and location purposes, and prepared by AF intelligence	based on AF intelligence production activities or their finished intelligence products	retire as permanent with the records to which they pertain (see note)
2			based on intelligence research or library-type activities of intelligence holdings on raw and finished intelligence products of other activities	see table 11-1
3			special indexes or bibliographies prepared in support of studies or projects	dispose of originals with the study or project of which they become a part.
4				destroy information copies when no longer needed.
5	intelligence record dissemination	data accumulated incident to disseminating intelligence reports, publications and other records, supporting agreements, interpreting general release policies, and substantiating requirements of the various recipients of intelligence records		destroy 1 year after requirement is discontinued or superseded
6	joint and external committee membership			see table 25-3
7	captured records	captured or confiscated enemy records		request disposition instructions from SAF/AADQ when the possessing activity no longer needs the records.
8	Sensitive Compartmented Information (SCI) Nondisclosure Agreements (NDAs)	DD Form 1847-1 or similar forms	at AFIS/INSB	destroy after 70 years

NOTE Offer to the National Archives in 5-year blocks when latest record is 25 years old

TABLE 200-2
COLLECTION RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	raw intelligence	intelligence information reports on domestic, foreign, scientific and technical intelligence matters which have been recorded on microfilm or microfilm aperture cards, or have been determined not required	at HQ USAF	see table 11-1.
2			information copies at other than HQ USAF	destroy when superseded, obsolete or no longer needed
3		source and raw material, such as photographs, messages, and other intelligence accumulated by originators and used in preparing DoD intelligence information reports		destroy 1 year after completion of report

TABLE 200-2. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
4	collection requirements	correspondence and records pertaining to levy and collection action (for which DIA is the office of record)	at HQ USAF	destroy 1 year after cancellation or completion.
5			at originating elements	destroy 3 years after cancellation or completion
6			action information sets at field collection activities	destroy 90 days after cancellation or completion
7	proposals for collection of intelligence	correspondence and related records regarding presentation of proposals for collection of intelligence not developed into collection requirements		destroy 2 years after cancellation
8	collection operations	correspondence and related records regarding individual case development and exploitation related to special project or case file		destroy 1 year after completion of project case and preparation of resulting intelligence reports (EXCEPTION selected records may be retained indefinitely as background for known recurring operations)
9	collection devices projects	records reflecting activities of collection teams that monitor the development of devices and equipment from the standpoint of intelligence needs		destroy 2 years after project is completed or cancelled.
10	USAF name registry	record on persons for whom the AF has responsibility	records recorded on microfilm	see table 11-1
11			individual files	destroy when inactivated or no longer needed
12	collection guidance	DIA manuals, instructions, and guidance letters accumulated at all AF activities and listed in AFR 0-4	directed to be returned by current DIA manuals	request disposition instructions from HQ AFIS/INSA(R)
13			not directed to be returned by current DIA manuals	destroy when superseded, obsolete, or no longer needed
14		record sets of AF 200-series manuals containing AF-produced photographic interpretation keys (PIKs)	at Rome Air Development Center	see table 5-1
15			retained in conformance with CODIBD-75	retain 5 years after superseded or rescinded, retire as permanent.
16			at activities other than rules 14 and 15	destroy when superseded, obsolete, or no longer needed
17		AF standard intelligence publications not containing PIKs		see table 5-1
18		HQ USAF intelligence guidance numbered letters which provide requirements, collection guidance of a limited nature, and specific reporting instructions	record sets at HQ USAF	retire as permanent 5 years after superseded or rescinded
19			information copies	destroy when superseded or rescinded
20	ELINT data reduction	mission folders containing electronic intercept and analysis reports, supporting papers, and assorted technical materials		destroy after 1 year
21		master intercept tapes maintained for EDP to provide a complete updated records of intercepts		destroy 4 years from date of intercept
22		subsidiary punched cards or other mass data records used in processing ELINT data	on unknown emitters and for intercepts originated by the individual organization	destroy when no longer needed

TABLE 200-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
23			not covered in rule 22	destroy after 3 years or when transcription to computer tape has been accomplished
24	blood chits	reports of lost blood chits		destroy 1 year after release from accountability
25		inventory reports		destroy when superseded
26	OPTINT	photographic film and prints, paper analogs and microfilm	Apollo Range Instrumentation Ships (ARIS) packed data tapes and film stored at Air Force Eastern Test Range, Patrick AFB, Florida	degauss/destroy data after an annual review An absolute minimum of classical mode quality data will be held for 5 years.
27			packed data tapes and film retained by Foreign Technology Division	
28	TELINT	paper analogs, messages, and reports		destroy analogs after an annual review An absolute minimum of classical mode quality data will be held for 2 years
29		magnetic tape		degauss tapes after annual review An absolute minimum of classical mode quality will be held for 3 years.
30	RADINT	over-horizon detection (OHD) packed-data tapes		degauss/destroy after 1 year
31		ARIS packed-data tapes		degauss tapes after annual review An absolute minimum of classical mode quality data will be retained 3 years.
32		Aerospace Defense Center packed-data tapes		degauss tapes after annual review An absolute minimum of classical mode quality data will be retained 5 years
33	PHOTINT	filmed test events, data on paper analogs, magnetic tapes and photographs		destroy filmed test events after 10 years. Duplicate films will be destroyed after 5 years
*34	intelligence debriefs* and related files on prisoners of war (PWs), combat escapees and evaders, peacetime captives, internees/detainees, whether civilian or military	debriefs, transcripts, messages, studies, reports, correspondence, maps, charts and other records pertaining to the subject matter. Includes all types of storage/recording formats, i e., typed, handwritten, electronically produced or photographed, etc	at Joint Services Support Directorate, Air Force Intelligence Service (AFIS/INU)	retain pending approval of disposition authority.
*35			at AFHRC	
*36			at Air Force activities other than rules 34 and 35	

TABLE 200-3

INTELLIGENCE ESTIMATE RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	intelligence estimates	data relating to analyses of the intentions, capabilities and vulnerabilities of nations and areas, developed for use in operational planning	record sets and supporting records at originating offices	retire as permanent (see note).
2			information copies	destroy when superseded, rescinded or no longer needed.
3	intelligence contributions and estimates	data supporting an AF contribution to the national or joint estimate		destroy after 5 years or when no longer needed, whichever is sooner
4	finished intelligence reports	specialized intelligence publications, estimates, studies, surveys, reports, analyses, evaluations and appraisals, including both general and technical intelligence and intelligence concerning their combat applications	record sets and supporting records at office of preparation	retire as permanent when rescinded, superseded or obsolete (see note)
5			information copies, including copies of intelligence reports produced by other agencies	destroy when superseded, rescinded or no longer needed
6	intelligence reference records	printed or processed materials, photographs or maps accumulated at any organizational level as a reference file or for library intelligence research purposes	information copies of finished intelligence reports at originating activity	retire as permanent.
7			at HQ USAF and produced by other national intelligence agencies, DIA, unified and special commands, or by AF activities for departmental level	destroy 5 years after record is superseded or rescinded
8			at other than HQ USAF	destroy when superseded, rescinded or no longer needed

NOTE: Offer to the National Archives in 5-year blocks when latest record is 25 years old

TABLE 200-4

INTELLIGENCE POLICY AND PLANNING RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	policy directives	nonstandard publications and letters that are directive in nature, which establish principles for all AF intelligence components of unified and specified commands, and the USAF INTEL series	record sets at HQ USAF	retire as permanent 5 years after superseded or rescinded.
2			information copies	destroy when superseded or rescinded
3	planning	HQ USAF plans, directives, communications, and supporting records relating to implementation of DIA plans and development of AF intelligence responsibilities, missions and organization		retire as permanent.
4	production planning support	production surveys and studies, program monitoring, and collection planning data system reports incident to development and support production planning		retire as permanent (EXCEPTION destroy case files of source materials 2 years after completion of study or survey)
5	annexes to joint, command, operations, and wartime planning	communications and records received from other Defense agencies, AF components of unified and specified commands, and subordinate AF echelons	master sets at originating headquarters	see table 28-1

TABLE 200-4. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
6			at HQ USAF for monitoring purposes and/or coordination	destroy when superseded, obsolete, or no longer needed
7	disclosure of military information to foreign governments and international organizations	records of National Military Information Disclosure Policy Committee (NDPC) which announce the National Disclosure Policy (NDTC-1), AF representation on the NDPC, approval and denial by the NDPC of requests for exception surveys of foreign governments conducted by NDPC representatives, and related papers	at HQ USAF	destroy after 10 years
8		policies which reflect, substantiate, and implement international or bilateral negotiations, arrangements, and agreements on exchange or release of classified/unclassified military information to foreign governments and international organizations	at any AF level with disclosure authority	
9		completed control case files on release of records to foreign governments, foreign nationals, and international organizations, containing requests for the records, authorizations, and justifications for the release, and related papers	pertinent to disclosure of classified information	
10			pertinent to disclosure of unclassified information	destroy after 2 years or when no longer needed, whichever is sooner
10.1			information copies below major command level pertinent to disclosure of classified and unclassified information	
11	signed receipts for records released to accredited representatives of foreign nations (see table 205-1, rules 4 through 4 5 for exchanges under NATO, SEATO or CENTO agreements)		conditions of disclosure, and serve as a records of the transfer of accountability for classified information, and as a certificate of agreement on the part of the recipient government about further handling of the information	destroy after 6 years
12	contract development and monitoring	documentation of implementation, contract development, substantive monitorship, bids, proposals, brochures, technical guidance, reports, correspondence, contracts and amendments, fulfillment of requirements, studies, and contractor final reports of external assistance and contracts and agreements with Government agencies and civilian contractors that provide technical and scientific contributions for intelligence efforts		retire as permanent (EXCEPTION· destroy drafts and working papers when obsolete)
13	production expenditures	master files of project or task assignment forms authorization for commitment and expenditure of intelligence production resources		retire as permanent
14		project or task case files	documenting expenditures of production capabilities	
15			documenting expenditures incident to administration	destroy after 2 years
16		routine matters or one-time requests consisting of reference records, machine tapes, reports, briefings, records that establish production policy, planning, or procedural development		

TABLE 200-5

FOREIGN NATIONALS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	requests for visits	requests for authorization to visit AF installations and/or industrial facilities, degree of security classification authorized, letters of authority to visit, report of visit, and log books	at HQ USAF	destroy after 2 years
1.1			at other than HQ USAF	destroy short term visit requests (1-30 days) after 3 months, destroy long term visit requests (1 month-1 year) after 1 year
2	tour folders	tour letters, biographical sketches, itineraries, and pertinent protocol information on foreign nationals under auspices of OSAF or Chief of Staff, USAF, Inter-American Relations Program, or MAP	at HQ USAF or MAJCOMs	
3		forms and logs	at HQ USAF	destroy after 20 years
4	country files	records containing information on countries which send representatives to visit AF installations		destroy after 2 years.
5	awards	general orders and correspondence concerning awards or recommendations for awards	at HQ USAF	destroy after 4 years.
6			at field activities	destroy after 2 years
7		logs	at HQ USAF	destroy after 20 years
8	medical treatment			see table 168-4
9	accredited attaches	a roster of service attaches accredited to the AF, in booklet form, revised quarterly, containing position assignments, local addresses, and basic family data (used primarily for protocol matters)	record copies at originating offices	destroy after 20 years
10			information copies	destroy when superseded or no longer needed

205. Security. These tables cover records relating to general policies and procedures governing identification, classification, and safeguarding classified information; reproducing, disseminating, storing, and destroying classified matter; reporting and investigating losses and other incidents involving the compromise of classified information; investigating and clearing personnel for handling classified information; protecting classified information in the hands of US industry and in educational research institutions; etc.

TABLE 205-1

INFORMATION SECURITY PROGRAM

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	original classification authority	master listing by title and organization of officials designated to exercise this authority	at HQ AFOSP	destroy after 5 years (see note 1)
2			at other levels	destroy when superseded, obsolete or no longer needed
3		requests to delete officials from the master listing		destroy upon notification of completed action
4	classification evaluations	challenges to classification and requests for mandatory review		destroy after 1 year
5	security control records	key issue logs		destroy 1 month after all entry spaces are used and replaced by a new log, if no longer required

TABLE 205-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
6		forms identifying persons responsible for storage facilities or containers, recording the opening, closing and checking of security type equipment, and results of room or area security inspection		destroy when superseded or no longer needed
7		authority to escort or handcarry classified material		destroy after 1 year
8	emergency planning	plans which detail procedures and responsibilities for emergency protection, removal, or destruction of classified material in case of natural disaster, civil disturbance, or enemy action		destroy when superseded or no longer needed
9	security incidents	findings by an official in determining if a compromise, probable compromise, inadvertant access or security deviation has occurred involving classified information	for NATO security incidents	destroy after 3 years (see note 1)
10			for other security incidents	destroy after 2 years (see note 1)
11	access control records	nongovernment historical researcher certification not to disclose classified information		destroy upon termination of access authority
12		forms used to certify access to Restricted Data information in possession of DOE or federal agencies other than NASA, access lists, authority to open or close alarmed areas, and similar types of records		destroy when superseded, obsolete, or no longer needed
13	Top Secret control	Top Secret registers, its attached receipts and destruction certificates		destroy 5 years after all register page entries have been made inactive (note 1)
14		access records and cover sheets reflecting persons who have access to a particular Top Secret document, or to whom the information has been disclosed		destroy 2 years after related Top Secret material is destroyed, transferred, downgraded, declassified, or retired
15		Top Secret inventories		destroy after 1 year
16	record suspense receipt, and destruction certificate file	suspense records for classified material requiring a receipt	on-loan suspenses	destroy after 2 years or give to the borrower, whichever is applicable (see note 1)
17			normal suspenses	destroy upon return of signed receipt.
18		receipt for classified material, or destruction certificates	inactive records	destroy after 2 years (see note 1)
19	security termination statements	statements completed when terminating access to special program material	at unit of assignment	
20			at AFSCO because person refused to acknowledge debriefing	destroy when member's security clearance status is changed to "IN ADJUDICATION"
21		statements, including those pertaining to special program material, completed when individuals are debriefed upon termination of employment or military service, or contemplated absence from duty or employment for 60 days or more	in the Unit Personnel Records Group (UPRG)	destroy after 2 years (see note 1)
22			at unit of assignment for civilian personnel	
23			at AFSCO because person refused to acknowledge debriefing	destroy when member's security clearance status is changed to "IN ADJUDICATION"
24	security classification guides	record copy of published editions and changes, forms reflecting approvals, revisions, reissuances, reviews, or cancellations; and other related records	at the issuing activity or office of primary responsibility	destroy after 10 years (see note 2)

TABLE 205-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
25		information copies		destroy when superseded, obsolete, or no longer needed (see note 3)
26	International Pact Organization (IPO) control records	destruction certificates, receipts, registers, and disclosure records at the destroying subregistry	for COSMIC, COSMIC Top Secret ATOMAL, or other IPO Top Secret material	destroy 10 years after the material has been destroyed or permanently transferred to another registry or subregistry (see note 1)
27			for NATO Secret, NATO Secret ATOMAL, NATO Confidential ATOMAL, or other IPO Secret or Confidential material	destroy 2 years after the material has been destroyed or permanently transferred to another registry or subregistry (see note 1).
28		registers and receipts at control points		destroy 2 years after record has been destroyed or returned to the servicing subregistry (see note 1)
29		Central United States Registry (CUSR) approval of establishment or disestablishment of Air Force subregistries and records of establishment or disestablishment of control points under a subregistry		destroy 1 year after disestablishment of subregistry or control point.
30		individual record receipts in the active accountability file		destroy when the records described on receipt are being destroyed and have been listed on certificate of destruction.
31	special access program records	authorization to establish program, reports, reviews and other related records	at HQ AFOSP and program offices of primary responsibility	destroy 2 years after the program is terminated (see note 1)
32			copies at other offices	destroy after 1 year
33		program plans and security instructions	at program offices of primary responsibility	destroy 2 years after the program is terminated (see note 1).
34			copies at other offices	destroy when superseded, obsolete, or no longer needed
35		forms used to formally record authorization for access to special program material		destroy upon termination of access
36	waivers	authority to deviate or not comply with program requirements	approved	destroy upon expiration date or when no longer needed.
37			disapproved	destroy upon return of requested action
38	surveys, inspections and program reviews	requests for open, unattended storage of classified material, establishment of pneumatic tube systems, or authorization for central destruction facilities	approved	destroy when obsolete or no longer needed.
39			disapproved	destroy upon return of requested action
40		security inspections		destroy after 1 year
41		information security program reviews		destroy after 1 year, or upon completion of next comparable visit, whichever is later
42	information security reports	Agency Information Security Program Data Report	at HQ AFOSP	destroy when no longer needed

TABLE 205-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
43			at other levels	destroy after 1 year
44	code words and nicknames	forms used to account for the assignment or cancellation of code words and nicknames		destroy 2 years after codewords or nicknames are cancelled (see note 1)
45	scientific and technical meetings	security sponsorship, including requests for authorization and notifications of meetings		destroy after 1 year

NOTES

1 Retain in accumulating office until eligible for destruction (EXCEPTION On inactivation, see 6, AFR 12-50, volume I, chapter 6)

2 Retire after the system, program, or project is terminated or phased out of the inventory

3. General reference publications and technical/specialized reference materials will not be reported on records management reports However, they may be identified for disposition control purposes on AF Forms 80 and 82 at the discretion of the command records management officer

TABLE 205-2

CENSORSHIP

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	censorship submission sheet	records to prevent transmission of information that might be useful to an enemy, and to disseminate information that might assist the US and its Allies	secondary censorship station copy	destroy 6 months after Armed Forces censorship has been discontinued or after condemned communications are disposed of
2		other than rule 1		destroy when no longer needed as intelligence source material or reports of censorship violations
3	censorship action slip	slips without extraction		destroy after 6 months
4		slips with extraction		destroy 6 months after extractions have been disposed of
5	register of censorship stamp holders			destroy when superseded
6	censorship stamp accountability certificate			destroy 1 year after assumption of accountability by a new custodian
7	travelers censorship certificate			destroy when the article to which affixed has been opened
8	travelers censorship extraction record			destroy 1 year after items listed have been disposed of
9	censorship valuables log			destroy after 1 year

TABLE 205-3

PERSONNEL INVESTIGATIONS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	reports of investigations	reports prepared outside AF	furnished AF commanders	returned to the AFOSI district or AFOSI activity from which received when no longer needed
2	personnel security investigations	nonderogatory reports of personnel security investigations conducted by DIS		destroy after review and completion of clearance or after recording the investigative data when clearance action is required
2.1		reports conducted for local service contractors who require only unescorted entry into restricted areas		destroy 3 months after contract is complete or when the person for whom it was conducted terminates employment, whichever is sooner
3		derogatory reports of personnel security investigations conducted by DIS		dispose of as prescribed by AFRs 40-732 or 205-32, as applicable
4		nonderogatory investigative files received from the Office of Personnel Management (OPM)		destroy after the results have been recorded as required by AFR 205-32
5		derogatory reports received from OPM	at Air Force Security Clearance Office (AFSCO)	destroy on ultimate disposition of the case, employee's separation from the AF or transfer to another federal agency
6	criminal investigations	reports furnished commanders other than those in rule 7		dispose of as provided in AFRs 40-732 or 205-32, as applicable, or destroy on ultimate disposition of the case if action is not taken under these regulations
7		reports furnished commanders, consisting of documents incorporated in records of legal proceedings such as statements, affidavits, and similar matters		dispose of according to disposition instructions of the legal actions involved.
8	counterintelligence investigations			dispose of as provided in AFRs 40-732 or 205-32, as applicable, when action is taken under these regulations
9	loss or compromise of classified matter	action copies of investigations incorporated with reports sent to commanders		destroy 2 years after date of last action taken by final reviewing authority
10		other copies of investigations forwarded with reports described in rule 9		destroy 1 year after date of last action taken, provided such copies have not been utilized in processing cases under AFRs 40-732 or 205-32
11	violations of security directives	reports pertaining to safeguarding of classified information that do not involve a subjection to compromise consideration		destroy 1 year after last action taken
12	incidents or persons not under the control of the Air Force	reports sent to commanders other than those in rule 13		destroy on disposition of the case
13		reports sent to commanders, which are retained in intelligence files		dispose of according to disposition instructions of the intelligence files

TABLE 205-3. CONTINUED

RULE	A If the record are or pertain to	B consisting of	C which are	D then
14	security case files	complete case files	at AFSCO	see table 205-5
15		duplicate case files other than those in rule 14		
16		record of action taken on cases adjudicated under AFRs 205-32 and 40-732, transcripts of proceedings, with exhibits, and memoranda, with official instruments reflecting final decisions	at AFSCO	
16.1	security case history record card	index cards giving summary of security cases		
17	unknown subjects investigations	reports of investigations, wherein names of subjects are unknown, conducted by AFOSI and forwarded to commanders for review and action		destroy after appropriate administrative action, such as Report of Survey, Damage Property Report, etc , is completed or when a determination is made that no other action is contemplated
18	presidential support nominations	investigative reports, nominating correspondence, evaluations, summaries, medical reports, statements and recommendations, including copies of such record at elements in the nomination process	forwarded with recommendations for selection of the nominee	destroy upon receipt of notification of selection from AFSCO
19			nonselected by a nominating element without forwarding the nomination to AFSCO	hold until the nominating commander determines that an appeal to the nonselection will not be filed, then destroy the investigative report and hold the remaining part of the nomination file for 1 year, then destroy
20			nonselected by AFSCO or higher review level	
21	presidential support assignment	letters of notification of selection for assignment to presidential support duties	at MAJCOMs, base Chiefs, Security Police and units of assignment	destroy upon notification of termination of duties or assignment
22			at AFSCO	destroy after 5 years or upon reassignment, whichever is later
23		quarterly roster of personnel assigned to presidential support duties	at AFSCO, MAJCOMs, base Chiefs, Security Police, and units of assignment	destroy when superseded

TABLE 205-4

INDUSTRIAL SECURITY PROGRAM

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	industrial security policy	records relating to the DoD industrial security program that concern the safeguarding of classified information in the hands of bidders and contractors	established by DoD	in instances where revocation of individual or facility clearance has been recommended to the DIS cognizant security office, copies of the pertinent forms that are incorporated with records of these actions are disposed of after notification by DIS cognizant security office that all action has been accomplished Disposition of all other records are prescribed in the following rules

TABLE 205-4. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
2	security agreements	the security agreement used by the commander having security supervision of a contractor to comply with the DoD industrial security manual	originals	send to DIS cognizant security office
3			copies	destroy 3 months after the security agreement is terminated
4	facilities security clearance surveys	data used to perform surveys in examining a contractor to determine whether he is capable of properly safeguarding classified information	originals	send to DIS cognizant security office
5			copies	destroy 3 months after the security agreement is terminated
6	industrial security inspection report	inspections to determine whether contractors are providing proper protection for classified material according to the industrial security manual and their contracts		destroy 1 year after new inspection is performed, or when no longer needed, whichever is later
7	contract security classification specifications	the security classification assigned to various elements (information records, material, etc) of prime and subcontractor	copies	destroy when superseded, or when related contract is terminated.
8			copies incorporated with contract records	destroy according to disposition instructions for the contracts
9	security of classified information case files	records relating to the inspection and its followup to insure the adequacy of security practices within contractor facilities		destroy 1 year after new inspection is performed, or when no longer needed, whichever is later
10	central index file requests	data used to obtain security clearance status of contractor personnel from DIS		destroy 6 months after completion of assignment
11	industrial defense records			see table 78-3

TABLE 205-5

PERSONNEL SECURITY PROGRAM

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	personnel security clearance and access	records of personnel security investigation and clearance	at base security police	destroy 2 years after individual has been separated from active duty or has terminated civilian employment
2			in the Unit Personnel Record Group (UPRG)	see table 35-1, rule 1 1
3		emergency or special access certificates or documents and related correspondence	at units of assignments or issuing authorities	destroy upon termination of access
4			in a special security file	see rules 23 through 25
5		limited access authorizations and related correspondence	at units of assignment or base security police	return to issuing authority when access authorization is withdrawn or expires
6			at issuing authorities	destroy 2 years after limited access is terminated
7	personnel security investigation requests	unit requests for investigation, clearance or unescorted entry		destroy when no longer needed
8		request to DIS for an investigation, verification of prior investigation and tracers		destroy upon receipt of investigation report or response to query
9	duty and travel restriction	records requesting, denying, approving and verifying duty and travel restrictions	at base security police or CCPO and issuing authorities	destroy upon termination of restriction

TABLE 205-5. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
10			in the UPRG	destroy after annotating DD Form 214 per AFR 205-32, or upon termination of restriction
11	personal history statements	completed personal history statements, personnel security questionnaires or comparable forms		see table 35-1, rule 1 1
12			at base security police or units of assignment	destroy when employment is terminated
13	security termination statements			see table 205-1
*14	Classified Information Nondisclosure Agreements (NdAs)		for military personnel	see table 35-1, rule 1.
*15			for civilian personnel	retain pending disposition approval
16	civilian security documents	security termination statements	completed upon termination of employment	see table 205-1
17			completed upon termination of special access	
18		duty and travel restriction correspondence		see rule 9
19		clearance certificates or records of completed investigations		see rule 1
20		access certificates or related correspondence		see rules 3 through 6
21		personal history statements or similar forms		see rule 12
22		any record not covered in rules 16 through 21		destroy when the record is no longer needed or upon termination of employment
23	special security files (SSF)	unfavorable personnel security information, investigative reports, correspondence and related records	at base security police until decision to close file favorably/unfavorably	destroy after favorable decision by local commander, or send to AFSCO if not closed favorably
24		(RESERVED)		
25		correspondence forwarding the SSF to AFSCO and related records	at base security police until final decision is received from AFSCO	destroy upon receipt of final decision from AFSCO
26	special security case files	complete case files, including case summaries, memoranda of final decision correspondence, letters of intent to deny or revoke clearance or to deny eligibility for assignment to sensitive positions, exhibits, and related case records for cases adjudicated under AFRs 205-32 and 40-732	at AFSCO, if not closed favorably	destroy 20 years after final decision
26.1			at AFSCO, if closed favorably	destroy 1 year after final decision
27		duplicate case files	at local bases until final decision is made	destroy after final decision is received from AFSCO
28	security case history record card	index card giving summary of security cases	at AFSCO	destroy 20 years after final decision or when no longer needed, whichever is later

207. Aerospace Systems Security. These tables cover records relating to general policies and procedures governing philosophy, principles and policy for protection of AF weapons systems, designated support systems, warning, and command/control systems against enemy clandestine operations, attack by hostile groups, and other ground threats Also includes aerospace security system planning, emergency security procedures, internal control procedures, restricted areas, facilities and equipment, nuclear weapon security, and security standards for individual weapon systems.

TABLE 207–1
AEROSPACE SYSTEMS SECURITY

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	aerospace security operations evaluations	test, survey, and inspection reports		destroy 1 year after action completed or after next inspection, whichever is later
1.1	security systems	intrusion detection system plans, proposals, and authorizations	at security police and operating activities (see note 1)	destroy 1 year after system is removed from facility.
1.2		contracts, work orders, drawings, specifications		destroy 1 year after system is removed from facility, when obsolete or no longer needed, whichever is sooner
2	security system performance data	reports on intrusion detection alarm system performance	at MAJCOMs	retire as permanent (see note 2)
3			below MAJCOMs	destroy after 1 year
4	records of visitors	requests for visits to restricted areas		destroy 3 months after completion of the visit(s)
5		authorization for contractors to visit in connection with classified matters		destroy 1 month after termination of authorization
6	aerospace security plan (OPLAN 207( ))	master plan		destroy 1 year after being superseded
7		other than master plan		destroy when superseded
8	application for aerial photographic license	records regarding granting licenses to foreign nationals to take aerial photographs, resulting in favorable information		destroy after 3 months
9		resulting in unfavorable information		destroy after 2 years
10	restricted area identification credentials			see table 30–2
11	security deviations	approved deviations from security criteria contained in AFR 207–series directives and related correspondence		destroy when unit and/or installation is inactivated or when reason for waiver no longer exists, whichever is sooner
12		expired deviations		destroy 1 month after expiration date or on cancellation of waiver, whichever is sooner
13		disapproved deviations		destroy 1 month after final action of approving authority
14	identification codes	sign/countersign and duress lists		destroy when superseded or compromised
*15	nuclear weapons movement off-base	listings of nuclear weapons convoy movements and related records		destroy after 1 year

NOTES
1 Civil engineering, budget and procurement activities maintain records relating to intrusion detection equipment (IDE) systems in the appropriate series for their functional area
2 Offer records to the National Archives in 5–year blocks when latest record is 25 years old

TABLE 207–2
MISSILE SECURITY RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	security dispatch	predispatch notification used to notify key and code control center of requirement for a dispatch		destroy after 3 months or when no longer needed, whichever is later
2		approved dispatch notification used to notify flight security control and missile combat crews of an approved dispatch		destroy after 1 month
3		dispatch records used to manage dispatch of security escorts and camper alert team members		destroy after 1 year
4	security message log	alarm situations used to record security alert messages		destroy after 3 months
5		helping hand and covered wagon reports used to record upchanneled reports		see table 125–1
6	security response	flight time-distance response matrix which are specific response criteria for alarms		destroy after 1 year
7	key and code control	registers, and material handling records used to issue, transfer, and destroy National Security Agency one-time code tables		see table 100–7
8	physical examinations	minuteman camper inspections used to record discrepancies of self-contained unit		destroy after 1 year

208. Antiterrorism. This table covers records related to policies and procedures designed to reduce the vulnerability of USAF personnel, installations, and other resources to terrorist attacks; awareness programs to alert USAF members to the terrorist threat; and training in defensive measures intended to minimize the likelihood of their being victimized.

TABLE 208–1
ANTITERRORISM RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	antiterrorism services	reports and correspondence related to development of antiterrorism programs for US Government agencies, DOD/USAF Commanders	at HQ USAF/IGT	destroy after 2 years or when no longer needed, whichever is later
2			at other HQ USAF offices and commands	destroy after 1 year or when no longer needed, whichever is later
3	antiterrorism briefings/training	reports of antiterrorism briefings/training related to the terrorist threat at a particular area and general threat in large overseas areas, including techniques that can be employed to counter the threat	at HQ USAF/IGT	destroy after 2 years or when no longer needed, whichever is later
4			at other HQ USAF offices and commands	destroy after 3 months or when no longer needed, whichever is later

210. Historical Data and Properties. These tables cover records relating to general policies and procedures governing development of historical data and special historical studies as a guide for AF action; establishment and maintenance of museums; and acquisition and disposition of and accountability for historical properties.

TABLE 210-1

HISTORICAL PROGRAM RECORDS (see note 1)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	periodic histories and occasional monographs, studies, and reports	records prepared or collected by historical officers and historians under the Air Force historical program	original narrative and one set of supporting records, copies of medical and HQ USAF staff office histories maintained by HQ United States Air Force Historical Research Center (USAFHRC)	retire as permanent on inactivation if they have not or will not be microfilmed. If microfilmed, see notes 2 and 3
2			original medical histories maintained by HQ USAF/SG	
3			copies or microfilm maintained by the originating unit	destroy on inactivation of the unit. If microfilmed, see notes 2, 4, and 6.
4			copies retained by originating HQ USAF staff office down to and including directorate (or comparable) level	destroy when no longer needed.
5			copies received by intermediate headquarters from lower echelons and retained for research and reference	
6	source documents	subsidiary (or feeder) reports prepared at the request of a higher organization or a special activity for use in preparing a historical report and not submitted to HQ USAFHRC	copies prepared and retained by a lower unit (including those prepared by a squadron at the request of its parent wing)	retire as permanent on inactivation of the unit.
7			copies prepared and retained by an element of a unit, by a staff office of a headquarters at major command or lower level, or by a staff office of HQ USAF below directorate level	destroy when no longer needed, or after 2 years, whichever is sooner
8			at the unit or HQ USAF staff office at directorate or above level for which the reports were prepared	destroy when no longer needed.
9			copies received and retained for research and reference by the organization requesting the report	
10	historical research and reference	special collections of policy directives, staff studies, correspondence, and other communications of exceptional importance, transcripts of interviews, journals, diaries; minutes of important meetings or conferences; maps, charts, and statistical or other compilations, prepared by or required by the historical activity and maintained for research and reference	collected and maintained by historians at HQ USAF/HQ USAFHRC/MAJCOMs/major subordinate commands, wings and independent squadrons for research documentation, or citation in the preparation of periodic histories, occasional monographs, studies, and reports for the purpose of continued historical reference	destroy paper or microfilm when superseded, obsolete, or on inactivation of the unit, whichever is sooner (EXCEPTIONS· if microfilmed, see note 2, if inactivated, see note 5)

NOTES.

1 HQ United States Air Force Historical Research Center (USAFHRC) is the office of record for all narrative histories, monographs, studies, and reports, and their supporting records submitted by AF activities according to AFR 210-1

2. If microfilmed, destroy paper records after 1 year or when no longer needed, whichever is later, provided microfilm has been inspected and found acceptable.

3 Retire original camera master silver negative, and first positive silver print therefrom, to the National Archives, Washington, DC 20408, 6 months after microfilm has been accepted

4 Upon inactivation of the unit, all histories, monographs, studies, and reports maintained on microfilm will be sent to HQ United States Air Force Historical Research Center/TII, Maxwell AFB AL 36112

5 Upon inactivation of AFCON groups, wings, and higher level organizations, and AFCON or MAJCON units that operated bases or Air Force stations, all historical research and reference records, including microfilm, will be sent to HQ United States Air Force Historical Research Center/TII for screening and final disposition

6 At the discretion of the MAJCOM/SOA records management officers, paper copies may be transferred to the gaining units

TABLE 210-2
MUSEUM PROGRAM RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*1	general authority	basic delegations of authority to establish museums, develop policies, procedures, and methods to maintain and promote its assigned mission, and conduct all phases of the AF museum program	at HQ USAF and United States Air Force Museum (USAFM)	retire as permanent (note)
*1.1			at MAJCOM and subordinate commands	retain pending approval of disposition authority
*1.2			at the museums	
2	liaison data	correspondence, photographs, brochures, and other types of printed matter used to reflect technical and nontechnical assistance provided contemporaries of museums similarly engaged in the establishment and promotion of aeronautical history		destroy when no longer needed.
*3	museum operation data	correspondence and related data in support of management, operation and administration of museums and their predecessors		retain pending approval of disposition authority
*3.1	monographs, studies, photographs	record set of monographs, historical studies, photographs and other related historical data	at the USAFM and other museums	retain pending approval of disposition authority
4	historical property	proffers of gift; acceptance letters, item record cards, loan, disposal, and transfer vouchers, directly related correspondence, and other records evidencing the establishment and relief of property responsibility, which are the only authorized record of museum historical property inventory		destroy 20 years after property leaves AF inventory, and all legal settlements have been finalized
5	historical property source data	correspondence, photographs, brochures, and other types of printed matter which provide the basis to negotiate for historical objects of significance and importance to the exhibits program of museums		transfer activated record to the historical property records (rule 4) files.
6			remaining records other than rule 5	destroy when no longer needed
*7	Report of USAF Historic Property	record of all histories item of all types (RCS SAF-PAC(A)8001) in museums	at USAFM	retain pending approval of disposition authority
*8			at other than USAFM	

NOTE Offer to the National Archives in 5 year blocks when the most recent records pertain to museums that have been closed for 5 years.

211. Personal Affairs. This table covers records pertaining to family services and matters of personal concern to servicemen, such as emergency financial assistance, insurance, voting assistance, airmen's deposits, separation counseling and processing.

TABLE 211-1
PERSONAL AFFAIRS RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*1	family services program	case histories used to record a summary of the type of assistance requested, who requested it, facts relative to the case, assistance rendered, and any special problems involved		destroy when no longer needed.
*2		training and experience records of volunteers used by members of the Committee of Administration to record volunteer training, experience and awards		destroy 2 years after separation of volunteer (see note)
3		advisory council meeting minutes	at initiating activities	destroy after 1 year

TABLE 211-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*4			at MAJCOMs	destroy after 2 years or when no longer needed, whichever is sooner
5		records not covered in rules 1, 2, 3, and 4		destroy after 2 years (EXCEPTION: at HQ USAF they may be destroyed when no longer needed)
6	solicitation case files	letters of accreditation, applications, statements of understanding, valid licenses, letters of authorization, sales reports, operational records, records of violations and suspensions accumulated in connection with the conduct of commercial transactions with AF members at AF installations		destroy after 1 year
7	passports and visas	authorizations to apply for no-fee passports and/or requests for visas and related correspondence		see table 30-2, rule 17
7.1		semiannual reports of passport applications		see table 30-2, rule 18
7.2		receipts and related correspondence for the issuance of passports	at MAC activities	see table 30-2, rule 19
8	marriage	applications for marriage between AF personnel and foreign nationals, and related correspondence		destroy 1 year after application is approved or disapproved (EXCEPTION copy retained by approving authority may be destroyed when no longer needed)
9	voting assistance data	correspondence and publications accumulated in connection with the administration of the Federal Voting Assistance Act		destroy after next election
10	servicemen's group life insurance	case files on deceased, separated or retired personnel		destroy after 1 year
11	recruitment for civilian police	rosters and related correspondence	at HQ USAF and MAJCOMs	
12			at other than HQ USAF and MAJCOMs	destroy 90 days after submission of quarterly report
13	postservice employment counseling			destroy after 1 year.
14	National Urban League veterans affairs			
15	survivor benefit plan (SBP)	copies of SBP election notification to spouse and other related records	at initiating activities	destroy after 1 year
*16	family data records	family data records used to establish contact with dependents whose sponsors are away adivising other Family Services offices at other AF installations should dependents move to a new area, and provide general information about newly arrived dependents		destroy when no longer needed
*17		signed receipts for items loaned out from lending closet		destroy upon return of lending items or when no longer needed
*18		record of hours accrued by volunteers during a given month and year		retained by the volunteer on an indefinite basis

NOTE Accumulating offices may retain until eligible for disposal, provided additional filing equipment is not required.

213. Education Services Program. This table covers records pertaining to implementation of the AF Education Services Program through educational guidance, promotion of the Community College of the Air Force (CCAF), Extension Course Institute (ECI) participation, and Defense Activity for Non–Traditional Education Support (DANTES) opportunities.

TABLE 213–1
EDUCATION SERVICES PROGRAM

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	individual's educational level and progress	forms, supporting records for entries of completed courses of study, transcripts or photostatic copies of high school and college credits, and unofficial copies of DANTES and other test reports which are a chronicle of educational level and progress		send to CBPO records custodian for disposition per AFR 35–44 (see table 35–1, rules 1 and 1 1).
2	requests for tuition assistance	forms and other records	at base education offices with appropriate school contract invoices	destroy 2 years after: tuition has been paid to institution, or waiver of reimbursement or payment to AF has occurred, or final grade has been recorded in Individual Record Education Services Program form, whichever is applicable
3	records supporting consolidating grade sheets			
4	cases of noncompliance or failure			
5	DANTES	applications for tests, testing activity and inventory reports, and similar forms, which are informational copies of forms supportive of DANTES activities		destroy after 2 years.
6	Education Services Program Report	forms and supporting records	at HQ USAF/MAJCOMs or base education offices	destroy after 5 years or when no longer needed, whichever is later
7	memorandum of understanding	agreements and changes thereto	at MAJCOMs or base education offices	destroy 2 years after termination or cancellation of institutional program
8	education records not covered above	applications and related records prescribed by AFR 213–1 such as Bootstrap applications, not required to be filed in the personnel record groups per AFR 35–44		destroy when no longer needed.

214. Dependents' Education. This table covers records pertaining to planning, supervising, and conducting dependents' schools and educational systems and programs.

TABLE 214–1
DEPENDENTS' SCHOOL RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	historical program	operating policies, curricula, teaching methods, and similar records		retire as permanent

TABLE 214-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
2	administration	records pertaining to internal administration, school events, athletics, honor students, parent-teacher and other organizations, teachers notices, student transportation, civilian employees pay, leave, attendance, travel, and other personnel matters (except employee record cards), term reports; cost accounting, lost textbooks, requests to supporting commander for materials, repairs and supplies	not covered in other tables, e g , supply	destroy after 3 years
3	class register books and daily attendance registers	individual teachers records of daily, weekly, semester, and yearly scholastic marks and averages, attendance, and dates of withdrawals		
4	absence, tardiness, and passes	daily records of absentees, tardy slips, transfer slips notifying teachers of new assignments; notices of change, applications for permission to be absent; pass slips, and comparable records	hall passes	destroy at end of each day
5			absentee reports	destroy after 60 days or when no longer needed, whichever is sooner
6			class reentry permits	destroy at end of school year or when no longer needed, whichever is sooner
7			not covered in rules 4, 5, and 6	destroy after 1 year
8	attendance and strength reports	periodic statistical, monthly enrollment, and other reports which are teachers reports to principals		
9	secondary school class reports	reports compiled from class register books and are source records from which individual student permanent records is prepared and/or extracted on request		
10	enrollment data	application for enrollment of tuition student, course preference signed by parent, admission card, transfer card, drop card, and similar records		destroy 1 year after graduation, withdrawal, transfer, or death of student
11	individual student permanent record and transcript (grades 9 through 12)	a cumulative records of standardized achievement, mental ability tests, yearly grade average, attendance, and similar information maintained for the individual student	completed on graduation or withdrawal of student, and copies of transcripts furnished secondary schools, colleges, and prospective employers upon special request	hold at the school for 5 years after graduation, withdrawal, transfer, or death of student, then retire to WNRC for disposal after 70 additional years. EXCEPTION On inactivation of school, transfer to District Office where they will be held until end of 5-year retention period and then retired for remaining 70 years)
11.1	individual student record (grades kindergarten through 8)		transferred at the request of the student's new principal	destroy 1 year after graduation, departure from command, withdrawal from school, or death, whichever is sooner
12	student personnel record	health data, absence reports and correspondence with parents regarding absence; records of achievements and aptitude tests, notes on activities, hobbies, and special interests, miscellaneous information used by student counselors		

TABLE 214-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
13	reports to parents	scholastic grades, personality traits, and certificates of promotion or failure		give to parents at end of school year, on transfer of student, or on departure from command
14	(RESERVED)			
15	Section Six schools	registers, elementary school cumulative record cards, and other records		school retains, on discontinuance of school, transfer to department of education of state in which school is located
16	accounting of disclosures of personally identifiable information (General Education Provisions Act)	records indicating (1) the parties who have requested or obtained the information and (2) the legitimate interests these parties had in requesting or obtaining the information (does not apply to disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student when the consent is specific as to the participants to whom the disclosures are to be made, disclosures to school officials, or disclosures of directory information)		hold with specific student records to which they pertain for the life of those records, or for 5 years, whichever is longer, and dispose of in accordance with applicable rules

215. Morale, Welfare, and Recreation (MWR). These tables cover records pertaining to MWR programs and facilities.

TABLE 215-1
MORALE, WELFARE AND RECREATION

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	morale, welfare and recreation programs	studies, directives and analyses reflecting organization of programs, and conduct and result of program activities		retire as permanent (see note 2)
2	support for religious, morale, welfare and recreation facilities and activities	supply records, fund budgets (see note 1)		destroy after 1 year.
3	photography contests	photo entries in four groups		
4	recreation programs	records concerning sports, motion pictures, service clubs and entertainment, youth activities, special interest groups, and similar activities of appropriated fund activities not covered elsewhere		destroy after 2 years or when no longer needed, whichever is sooner
5	professional entertainers	locator cards for professional entertainers of foreign nationality performing in oversea military establishments		destroy on inactivation of activity
6	triennial survey and prioritization	base survey results and plans for future development of morale, welfare and recreation programs	at bases	destroy after 6 years
6.1	Morale, Welfare and Recreation (MWR) Program Plan	annual base level plans for current and future MWR programs		destroy after 4 years.
7	MWR facilities programming list report	facilities listing that portrays facility data to MWR managers		destroy when new list is received
8		key punch cards used to update or provide new facility information		destroy cards when necessary information has been entered into the system

TABLE 215-1

RULE	A If the records are or pertain to	B consisting of	C which are	D then
9		correspondence and related data which provide instructions or facility information		destroy after 1 year or when superseded
*10	logistics support records	a variety of records pertaining to the logistics support of MWR facilities and activities		see appropriate functional table and rule to which the records belong

NOTES
1 Retain property requisitions and property disposal records unit inactivation per AFM 67-1
2 Offer to the National Archives in 5-year blocks when latest record is 25 years old

TABLE 215-2
AERO CLUB RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	meetings	minutes of safety, Board of Governors, standardization and general membership and others used for safety, organizational and operational requirements		destroy after 2 years
2	pilot information file (volume II)	important flying safety information for pilots necessary to improve the aero club safety program		destroy after 1 year, or as safety information item directs
3	aero club membership and training folder	membership applications (AF Form 1710), official orders (Reserve and Guard personnel), standardized answer sheets, pilot check-out records (AF Form 1584), and other data required by club manager used for membership, administrative and standardization purposes		release to the individual member on transfer or termination of membership, provided the member's account is cleared, or destroy records not requested by such members after 1 year
4	FAA training records	records required by the FAA which reflect the participation and accomplishment of students enrolled in an FAA approved course		(see note 1)
5	individual VA training/certification	all records required by the VA which reflect the participation, training and accomplishments of each student enrolled in a VA approved course used to certify the training of each student and certification of payments by the VA		(see note 2)
6	daily aircraft operational forms	reports of flight and aircraft usage, and servicing which are used for daily aircraft operation, discrepancies, repair, usage and servicing		retain on each aircraft, in 100-hour increments, between required inspection cycles Records reflecting the last 200 hours of operation on each aircraft are required When records exceed the 200-hour retention requirements, destroy in 100-hour increments
7	aircraft records and maintenance records	airframe and engine log books, certificates of registration, air worthiness, and associated records required by FAA		transfer with aircraft or dispose of as required by appropriate FAA directives
8	covenant not to sue and indemnity agreements	AF Form 1585, Covenants and Indemnity Agreements		destroy 6 years after period of agreement
9	aero club personnel services contracts	contracts used to obtain aero club flight instructors, mechanics and supervisors of flying		see table 70-1
10	aircraft lease agreements	contracts used to lease aero club aircraft		
11	reports and records, general correspondence	not covered elsewhere in this table		destroy after 1 year

TABLE 215-2. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
12	aircraft accident/incident reports	reports and related records used in reporting and investigating aero club aircraft accidents/incidents	at aero clubs	destroy after 2 years or on inactivation, whichever is sooner

NOTES

1 Destroy after 1 year from the date the student graduates from the course to which the record pertains, terminates his or her enrollment in that course or transfers to another school, or as otherwise prescribed by Federal Aviation Regulations FAA training records which are used to support VA training and/or certification of training shall be retained in accordance with rule 5

2 Records and accounts pertaining to each period of training will be kept intact and in good condition for a period of 3 years following termination of enrollment, unless notified by the VA or GAO to keep them for a longer period of time Include those FAA training records used to support certification of VA training

TABLE 215-3

LIBRARIES

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	library acquisitions	requisitions, receiving reports, purchase orders, packing lists, requests for issue or turn-in, and related records which are control records accumulated by librarians for materials procured from appropriated or nonappropriated funds, or received from any other source		destroy completed orders after 3 years
2	library disposition files	shipping documents, turn-in slips, schedule of collections, inventory adjustment vouchers, and related records which are records of each item withdrawn from permanent holdings of a library collection		destroy after 3 years
3	library shelf lists	official card listings of reading and reference material which are the permanent collection of AF libraries, set up in accordance with rules of professional librarianship	cards or holdings transferred as a complete library collection	transfer with collection
4			cards on dissolved library collections	destroy 1 year after dissolution of library
5			cards on material removed from a collection	transfer with record, or destroy after 1 year, whichever is applicable
6	card catalogs	author, title, and subject index to permanent holdings of library collection maintained in accordance with rules of professional librarianship		on transfer of a complete collection, send with collection, or destroy on removal from or dissolution of collection
7	(RESERVED)			
8	library loans	book cards, reserve cards, overdue notices, and similar records of the charge-out system		destroy when expended.
9		requests for issue, or turn-in, duplicate shelf list cards, bookmarks, and comparable records for library materials issued to individuals and activities for indefinite periods		destroy when material is returned, on consolidation of records, or on other proper settlement of responsibility
10	library balance on hand	records containing total number of items in permanent library collections, records of all additions and withdrawals		destroy 1 year after transfer of the complete collection or on dissolution of library
11	reports of audit	reports of library control records		destroy after 1 year, provided any corrective action required by table 175-2 has been accomplished

TABLE 215-3. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*12	annual and semiannual library reports	statistics of library holdings and operation		retain in the accumulating office for the life of the library, destroy upon inactivation of the library
13	reciprocal library system records	correspondence and related records establishing a base library as a member of a regional system of cooperating libraries	at base libraries and monitoring headquarters	destroy when superseded, obsolete, upon dissolution of agreement, or inactivation of base, whichever is sooner

NOTE. Records may be retained in accumulating library offices until eligible for destruction, provided additional filing equipment is not required

TABLE 215-4

CHILD CARE CENTERS (see note 1)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	child care operations	cards used as a patron registration record, authorization for medical treatment in emergency situations, identify child and sponsor, and to record immunizations, known allergies and special instructions; and related records to include child care food program records under Public Law 95-627	at child care centers	destroy upon reassignment or discharge of sponsor or after period specified in intergovernmental agreements with state or local agencies designated to monitor child care centers, whichever is later
*2		registers which provide daily record of attendance, collection of fees and sign-in/out of patrons, and related records (see note 2)		destroy after 3 years or after period specified in intergovernmental agreements with state or local agencies authorized to monitor child care centers, whichever is later

NOTES

1 The records covered by this table are not authorized for retirement to a federal records center

*2. If the child care center is not using a cash register or other prenumbered receipt, a copy of the AF Form 1182 will be made and sent to the NAFFMB The AF Form 1182 is backup to the cash report and is retained per table 176-3, rules 18 and 18 1. The original of the AF Form 1182 is kept in the child care center

TABLE 215-5

CONTROL, PROCUREMENT AND SALE OF ALCOHOLIC BEVERAGES

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	establishment of alcoholic beverage outlet	letters and supporting records used as a basis for establishment of an alcoholic beverage function		destroy 2 years after discontinuance of outlet, or instrumentality is dissolved
2	management records	correspondence, records of purchases and related data used to plan programs		destroy after 2 years or when no longer needed, whichever is applicable
3	procurement guidance records	policy records, guidance, laws, statutes used to determine procurement procedures		destroy when superseded
4	controls on sale/use of alcoholic beverages	letters, messages, operating instructions, etc		destroy when obsolete, superseded or no longer needed
5	permits, stamps, taxation	applications, forms, correspondence, as required by law		destroy upon renewal or replacement
6	pricing	information on pricing, surveys, etc , used to price alcoholic beverages		destroy after 1 year

TABLE 215-5. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
7	packaged alcoholic beverages sales slips	sales slips/purchase register	at alcoholic beverage outlets	destroy after 1 year
8	sales slip book log	sales slip book log used to record the issue, use and destruction of sales slips		destroy 1 year after last entry

TABLE 215-6

AIR FORCE OPEN MESS PROGRAM

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	establishment of Air Force open mess	charter with related records		destroy 2 years after discontinuance of open mess, or 2 years after the instrumentality is dissolved.
2	meetings	minutes of Nonappropriated Funds Council, advisory committee and general membership meetings		destroy 2 years after minutes of meetings no longer apply to or impact on the operation of the open mess
3	membership data or reports	membership applications, rosters, studies or reports used for planning or promotional purposes		destroy upon transfer of member or when no longer needed.
4	training programs, workshops or seminars	handouts, pamphlets, training aids, rosters, and related material		destroy after 2 years, when superseded, or no longer needed, whichever is applicable.
5		records related to planning, developing or establishing training programs or policy		
6	sanitation and housekeeping	reports and related records required to operate food and beverage programs		destroy after 2 years
7		food service sanitation checklist		destroy after 90 days
8	supplies and equipment	forms, letters, lists, requisitions		destroy after 1 year.
9	facility maintenance, repair, improvement or construction	work orders, service call logs, AF Form 1391s, project booklets, letters and related records		destroy 3 years after fiscal completion
10	essential feeding	designation of an open mess as an essential feeding facility with related records		destroy 2 years after the open mess is dissolved or when the commander rescinds the essential feeding facility designation.
11	safety	bulletins, rosters or visual aids needed to encourage safety programs		destroy when obsolete, superseded or no longer needed
12	awards program	letters, citations, certificates, background records for the USAF Meritorious Open Mess Manager Award		see table 900-1
13	advertising, promotions, publicity, public relations	posters, calendars, flyers and planning records		destroy after 1 year or when no longer needed
14	reports of inspection, audit or visit	reports, responses or related correspondence		destroy after 4 years or when superseded by a later audit/visit/inspection
15	open mess operating continuity files	policy letters, operating instructions, messages and related information		destroy when superseded.
16	open mess management	letters, analyses, studies, and other related data used in planning the open mess programs		destroy after 1 year or when superseded
17	working records	papers, forms, tapes, scatter sheets and other supporting records used to develop policy or programs		destroy after 2 years or when no longer needed, whichever is later

TABLE 215-6. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
18	open mess guest checks	accounts control copies which reflect on food and beverage items purchased or charged by member or guest		destroy after 90 days, provided account is clear
19		for package liquor sales		destroy after 180 days.
20		kitchen copy of check		destroy when no longer needed.

*TABLE 215-7

GENERAL MEMBERSHIP CLUBS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	establishment of general membership clubs	constitution and by-laws, policy directives, authorizations, property rewards, studies, charts, and related correspondence		destroy 2 years after discontinuance or 2 years after the instrumentality is dissolved (see note 1).
2		changes to policy directives (except published standards directives), authorizations and/or background and support papers		destroy when superseded, obsolete, or no longer needed.
3	minutes of meetings	minutes of club, advisory and standing committee meetings		destroy 2 years after minutes no longer impact on the operation of the general membership clubs
4	inspection reports	reports, except those in rule 5, conducted by command requirements or as directed by higher authority		destroy on discontinuance of a club operation
5		reports made of riding clubs, animals, stalls, arena, etc	at riding clubs	destroy 60 days after inspection is recorded.
6	Firearms/ammunition transactions	records on sale of ammunition, invoices and receipts for resale, firearms acquisition and disposition records, sworn statements and returns receipts for lost, stolen, or inoperative firearms and inventory of weapons	at membership club offices	destroy 2 years after the end of the year bought (see note 2)
7	membership locator cards and records	member's locator cards and dues records		destroy after 2 years or expiration date of membership
8	membership club information report (see note 3)	annual memberships club report		destroy after 1 year

NOTES

1 Published directives are controlled by table 5-1

2. Administrative records required by the Bureau of Alcohol, Tobacco and Firearms (BATF) regulations will be sent to the regional BATF within 30 days after dissolution of the Rod and Gun club

3 Aero clubs and Open Messes are excluded from this report since they are covered by other reports.

265. Chaplain. This table covers records pertaining to the chaplain's functions and religious program, including religious services, sacraments, and rites; religious education, leadership, and lectures; use of chapels, facilities, and equipment; and professional records and reports of chaplain activities.

TABLE 265-1
CHAPLAIN ACTIVITIES

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	chaplain planning and administration	records used in planning, administration and operation of religious programs, including studies, directives, and analyses reflecting the organization of programs, techniques employed to obtain objectives, and results of program activities	at HQ USAF	retire as permanent (see note 2)
1.1			below HQ USAF	destroy after 2 years
2	chaplain function personnel rosters		at HQ USAF	destroy after 4 years.
3			at MAJCOMs	destroy after 1 year
4			at other than HQ USAF or MAJCOMs	destroy upon receipt of next one.
4.1		other commands' personnel rosters	at possessing activities	
5	religious data listings		at installations	
6	chaplain funds			see table 176-3
7	nonchaplain personnel certifications	certifications that civilian clergymen or civilian or military lay leaders are qualified and authorized to conduct ecclesiastical services, rites, or denominational classes on AF installations	at installations	destroy on cancellation of certification or termination of duties, whichever is sooner
8	(RESERVED)			
9	attendance	individual class reports		destroy when individual is reassigned or withdraws from class or when information has been posted to consolidated reports
10		(RESERVED)		
11		consolidated reports		destroy after 1 year
12	reports	chaplain professional and religious facility utilization reports	at HQ USAF	destroy after 4 years
13			at other than HQ USAF	destroy after 2 years
14			individual reports	destroy after 1 year
15			consolidated reports at HQ USAF	retire as permanent (see note 2)
16			consolidated reports at other than HQ USAF	destroy after 2 years.
*16.1		certification of attendance and offerings (AF Form 1423)	at installations	destroy after 2 years.
17	annual inspection of chaplain professional program	reports and related records		see table 123-1.
18	chapel choir music and records	copies of music purchased and maintained for repeated usage in choir programs throughout the year		destroy upon inactivation of the unit (see note 1)
19	program records	correspondence and other background materials pertaining to special chaplain programs	maintained to plan future programs	destroy when superseded, obsolete or no longer needed for reference
20	chapel continuity file	subjects as defined in AFR 265-1	at MAJCOMs and installation chaplains	destroy applicable items when superseded or deleted
21	chapel records	records of funerals, marriages and baptisms dated from 1949 to 1958		destroy after 50 years

NOTES.
1 Copies of music in good repair upon inactivation of the unit should be reported to MAJCOM/HC for possible redistribution to other installations.
2. Offer to the National Archives in 5-year blocks when the latest record in the block is 25 years old

300. Data Automation. These tables cover records which relate to automatic data processing, planning, design management, procurement and operations functions governed by the 171- and 300-series of regulations and manuals.

TABLE 300-1

DATA AUTOMATION PROGRAM RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	specific data systems planning records	records defining the system and its objectives, request to establish the ADS or ADPS, authorizing directives, studies comparing present and proposed systems, cost analyses, ADPE requirements, tangible benefits, expected savings, priority schedules, design plans, equipment resources (these include Data Automation Requirements (DARs), Data Processing Directives (DPDs), Data Processing Plans (DPPs) and economic analyses)	at HQ USAF/ MAJCOMs/SOAs	retire as permanent when system is discontinued.
2			at ADP units	destroy 5 years after implementation date.
3			disapproved systems	destroy 5 years after final action.
3.1			at AFDSDC for configuration management purposes	destroy when ADPS is discontinued or totally redesigned (see note 2).
3.2		system development notifications (SDNs) (Worldwide Military Command and Control System)		
4	system test records	system test specifications, test runs, machine listings of test date and test results	an approved system	destroy 1 year after discontinuance of the system
5			a disapproved proposed system	destroy 1 year after final action
5.1		AF Form 1815, Difficulty Report (DIREP), or similar deficiency or discrepancy report	invalid	destroy after 6 months.
5.2			valid reports which constitute a systems deficiency notification	destroy after 1 year
6	program and progress reports	reports on planning operation of, or operating ADS/ADPS at their bases	at HQ USAF	retire as permanent.
7			consolidated reports at MAJCOMs/SOAs	destroy 1 year after the system becomes operational
8			at major subordinate commands	
9			at MAJCOMs/SOAs	destroy after consolidated report is prepared
10			at bases	destroy after 6 months.
11	planning records	master plans, feasibility studies with associated charts and diagrams, and supporting data such as correspondence, studies, reports and any other data that reflect on the characteristics of the data automation activity	at HQ USAF and MAJCOMs	retire as permanent
12	program management	development of plans, policy and procedures governing the management and operation of the ADP program	at policy determination levels	
13	data elements and codes standardization	AF Forms 247 and supporting records associated with all data standardization programs for ADS/ ADPS, DD Forms 1625 and supporting records on DOD standard data elements and codes, other Federal or national agencies standardization requests and justification for data systems	approved requests at AFDSDC and approved requests for unique codes at MAJCOMs/SOAs which are maintained as background/research material	destroy 3 years after data element or code is cancelled/terminated.

TABLE 300-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
14			copies of approved requests maintained by originator	destroy after 2 years or on publication of the data elements and related features, whichever is sooner
15			disapproved requests	destroy after 2 months
16	(RESERVED)			
17	(RESERVED)			
18	computer-sharing reports	quarterly reports of ADP service provided to another agency or obtained from a commercial source		destroy after 3 years
19	systems design specifications for systems for which related magnetic tape data is authorized for blanking	records containing operating procedures for implementation of a specific data system, including details of computer technique logic charts, and input/output record flow data	at ADP units	destroy after final magnetic tape records produced by system have been blanked.
20	systems design specifications for systems for which related magnetic tape data is not authorized for blanking			retain with the related magnetic tape
21	summary control statement	a narrative and statistical summary of status and progress of principal programs and objectives		destroy when superseded, obsolete or no longer needed
22	statistical data requests	forms and related correspondence initiated to establish or revise statistical data programs from an approved data system, providing ADP centers background for the program file, and to control the work flow	approved requests	destroy on discontinuance of the program
23			disapproved requests	destroy after 3 months
24	hardware selection (see note 1)	agency requirements, specifications for hardware, software, and support capabilities of vendors of complete installations or of major peripheral equipment which are selection criteria for procurements in the establishment or modification of an ADP installation		destroy 2 years after specific configuration of equipment is discontinued
25	ADPE purchase requests	informational copies of purchase request forms, purchase approvals/disapprovals and supporting data	at HQ USAF	destroy after 2 years
26		purchase request forms, purchase approvals/disapprovals and supporting data	at procuring activities	see table 70-1, rules 1 and 2
27	ADPE utilization and maintenance	forms or cards that equipment operators complete relative to machine use, nonuse or maintenance	at data processing installations (DPIs)	destroy after 1 year
27.1			at other than DPIs	destroy after 3 years
28		daily detail cards, intermediate summary decks, related magnetic files, and machine listings		destroy after 3 months.
29		monthly summary of cost and utilization reports, card decks, magnetic tape files, and machine listings		destroy after 3 years
30		cards, magnetic tapes, and associated machine listings produced in the process of creating management products from the monthly summaries		requiring agency establishes disposition.
31		monthly summaries of ADPE cost and utilization report, EDPS by application and hours of use reports, card decks, tape files, and associated machine listings	at DPIs	destroy after 1 year

TABLE 300-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
32			at MAJCOMs and intermediate commands	destroy after 2 years
33			at HQ USAF	destroy after 1 year
34	ADPE supply requirements	requirements for cards, paper and magnetic tape reels, and inventory of ADPE supplies		
35	ADPE site environment	daily or weekly thermometer/hygrometer recordings		destroy after 3 years or 90 days after the release of the system from the US government inventory, whichever is sooner
36	reutilization and disposition of excess ADPE	records that pertain to the redistribution, reutilization and disposition of ADPE that is excess to needs of activity having physical possession of the property		destroy after 2 years
37			at activities having physical possession of the property	see table 68-2.
38	ADPE accountability	ADP Equipment Inventory Report (RCS HAF-ACD(M)7104)	at DPIs	destroy after preparation of next report or when no longer needed
39		related records (AF Form 782, Equipment Order, and DD Form 1155, Delivery Order)	at other than DPIs	destroy after 2 years following the date on which the equipment is discontinued
39.1		ADP Equipment Inventory Report (RCS HAF-ACD(M)7104) and related records concerning the management of ADPE (Equipment Custodians, Accountability Certification, Maintenance Agreement, etc)		destroy when no longer needed
40		contractor's invoices for rental and other charges incurred for use of ADPE	at DPIs	destroy after 3 years.
41		physical inventory and general ledger account code (GLAC) reconciliation		
42	ADPE title transfer	letter of agreement between ADP vendor and AF activity, indicating transfer of title of an item of government-owned ADPE for a like item of contractor-owned ADPE		retire as permanent
43	life cycle records	one copy of Program Maintenance Manual, Functional Description, Data Requirements Document, Data Base Specifications, System Subsystem Specifications, Program Specifications, Test and Implementation Plan Test Analysis Report, Operations Implementation/Conversion Documentation, Computer Operation Manual, Operations One-Time Documentation, User Implementation/Conversion Documentation, User Manual, User One-Time Documentation, Development Center User Documentation, prepared in support of each phase within the "life cycle" of the ADS and are part of the project folder that provides ADS background information to the development center responsible for the system (see note 2)		destroy when the entire ADS is discontinued or the ADS is totally redesigned (see note 3)

NOTES

1 Hardware consists of the central processing unit and all of its peripheral devices and recording media.

2 Records described here should not include records covered by other tables and rules (e g , record sets of publications, record copy of data automation requirement)

3 Records within the project file may be replaced as it is superseded or revised. The project file should contain only current records

TABLE 300-2

DOCUMENTATION FOR SERVICING MACHINE-READABLE RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	input specifications	detailed description of each transaction that generated some activity in the system in the form they appear at the time they enter the computer system, identification title, recording media, purpose, frequency, volume, and source; detailed description of the contents of each input to the basic record file and a graphic illustration of each	for systems for which the related magnetic tape data is authorized for blanking	destroy at time final magnetic tape records produced by system have been scratched
2			for systems for which the related magnetic tape data is not authorized for blanking	hold with the related magnetic tape
3	output (report forms) specifications	detailed descriptions of products of the system that are to be used outside the computer center consisting of a listing of the outputs by sequence, name, media, purpose, frequency, volume and distribution, a detailed record description, and samples of output in the form of layouts or copies, keyed to names and numbers in the output listings		destroy on termination of system
4	application program manual	records reflecting the latest information for a general description of the function use, and methodology of the program consisting of a description of input, files, and output, source and object code listings and flow diagrams showing the logic of the program, description of program output messages, and coding information, test plan, program test, and operating instructions		
5	user guides	information used in training or explaining overall system consisting of handbooks, guides to data availability, and procedures for querying files		hold with systems specifications
6	system operating procedures	user oriented instructions (1) to prepare input data, (2) for control and interpretation of output reports, and (3) for processing work on the computer	for system for which the related magnetic tape data is authorized for disposition	destroy at the time magnetic tape reels are scratched
7			for systems that require retention of data	hold with file (systems) specifications
8	printed final report	statistical tabulation and an analysis of the findings of a study or survey including a narrative description of methodology employed for systems which require retention of related magnetic tape data		hold one copy of the printed report with related file specifications

TABLE 300-3

NONERASABLE MEDIA

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	ADP program card files	punched cards containing common language source program data (source deck)		destroy when the source deck is placed on tape or disk and a grandfather backup is achieved
2		machine-punched cards containing coded machine language instructions arranged in proper sequence (object deck)		destroy after successful completion of a program revision or after related program has been removed from system (see note 5-in table 300-4)

TABLE 300-3. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
3		prepunched utility or processor program card decks used to update installation systems software		destroy after receipt and successful use of new cards from the manufacturer or programmer, or 1 year after discontinuance of program or system
4		job stream (job stack, job control) card decks used to activate program-processing modules performing a data-processing job		destroy individual cards or sets of cards when replaced by new cards and when necessary changes (if any) have been made to appropriate data-processing manual (see note 1)
5	ADP program control cards	punched cards containing data for program control generated by the producer or user	pertinent to a specific run or cycle	
6			for repetitive use and updated either by ADP or user	destroy individual cards after replacement by new cards, destroy control deck 1 year after program has been removed from system, or after system has been discontinued (see note 1)
7	ADP source data cards (or paper tape as applicable)	punched or paper tape containing data abstracted from source records and used for conversion to magnetic tape or processing on electric accounting machine (EAM) equipment created after January 1, 1970	held by ADP operational elements as backup to magnetic tape or disk	destroy when related magnetic file has been proven to be satisfactory and has grandfather backup.
8			EAM output listings and reports	destroy after 6 months if used in processing without being converted to magnetic tape
9			on magnetic tape	destroy after verification of data on related magnetic tape
10		punched cards that contain original entry data with film or written inserts (see note 2)		destroy in accordance with instructions applicable to the hard copy or other files recording the same process, transaction, or case

NOTES:

1 Rules 5 and 6 refer to parameter cards associated with the execution of various options of operational programs These include data cards, periodic (monthly or quarterly) options executed only occasionally, and queries to information retrieval systems They do not include card decks for generalized interpreter systems used with computer simulation software packages such as SIMSCRIPT, GPSS, DYNAMO, and similar systems. These decks have the status of program source decks Similarly, all except report generation decks in file management system are considered to be source program decks and should be retained or destroyed in accordance with the criteria of rules 5, 6, 7 of table 300-4

2. Punched cards are sometimes used as records, such as checks, savings bonds, and requisition forms In such cases, the functional retention period developed in other tables will apply

TABLE 300-4

ERASABLE MEDIA (see note 7)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*1	RESERVED			
2	test tape	magnetic tape used by programmer for individual run testing of proposed system, and not under library control	at DPI level	dispose after system has accepted or discontinued, whichever is sooner

TABLE 300-4. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
3		system debugging test data (see notes 2, 3, 4)		hold until related program is discontinued
4		system acceptance test data (see notes 2, 3, 4)		
5	program tape or disk pack	tapes (disk packs) containing sequence of instructions required to accomplish the processing of data or solving a problem	updated	dispose after third update cycle.
6			the last update of specific EDP application used in a terminated system	dispose after agency exhausts use of tape
7			required in audit trail (see note 5)	dispose of in accordance with functional guidelines provided by GAO
8	raw data input	magnetic tapes containing data abstracted from source records or other media and entered into the system for the first time	used for updating with existing program and required to support reconstruction of master file	dispose of first generation data upon successful completion of fourth processing machine pass.
9			not required to support reconstruction of master file and/or used as input for a one-time study or survey	dispose after raw data is processed into final data and proved satisfactory
10			officially designated to replace or serve as the basic source data in lieu of the "hard copy" or other input source document	dispose of in accordance with instructions applicable to the "hard copy" or other file documenting the same process, transaction, or case
11	working tape (input/output)	tape containing output or control within or from one run to a subsequent run that manipulates, sorts and/or moves data through the systems, includes checkpoint, edit, correction, reject list, unmatched data eliminating error, and rerun tapes	used in an updated system	dispose after subsequent magnetic tapes that contain the accepted detail data have been created and proved satisfactory
12			used in a one-time study or survey	dispose after master data tape has been proved to be satisfactory
13	valid transaction	magnetic tapes containing valid file of items used with a master data tape input file for creation of master data tape output file	partially valid transaction after all outstanding items are liquidated from current status tapes	dispose after third update cycle.
14			valid transaction after cumulative final master tape is prepared and determined to be successful, and there is no necessity for statistical analysis	dispose after third update cycle
15			used in additional statistical analysis	destroy when no longer needed
16	information retrieval system master reference	magnetic media containing data created by the merging of prior master file with valid transaction data to create a new master file (including the security copy tape of data on disk packs)	a cumulative index to scientific and technical publications, and bibliographic and other nonrecord material (see note 1)	dispose after third update cycle.
17			an index to record material such as correspondence, legal hearings, and decisions, patents and trademarks, and record copy of publications	destroy when no longer needed

TABLE 300-4. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
18	scientific magnetic media source data	recording received from experimental sensor instruments for scientific measurements such as outer space orbiting spacecraft, oceanographic and geophysical phenomena, and medical research (including analog tape)	converted or converted only in part to raw data digital magnetic tape media	dispose after meaningful data has been analyzed
19			not converted or converted only in part to raw data digital magnetic tape media	dispose after determining data will not be converted to raw data digital magnetic tape media.
20		magnetic media containing data created either from analog magnetic tape or recorded directly on magnetic digital tape for scientific measurements of astronomic, outer space, and oceanographic phenomena, air and water quality, and medical research measurements	held in national data centers	destroy when no longer needed
21			not duplicated in national data centers	
22			duplicated in national data centers	dispose after determining data is not required outside the data centers
23			not calibrated or validated	dispose after subsequent magnetic tapes containing the accepted data have been created and proved satisfactory
24	summary data file	magnetic tape containing aggregates of individual observations from valid transaction or master data files that are disaggregates of published data	substantially unpublished, such as tapes containing data that are disclosure free	destroy when no longer needed.
25	publication tape	magnetic tape containing source output data extracted from the system (without destroying the source tapes)	reproduced and disseminated as a publication or used for reproducing a printed publication	record copy is permanent record (see table 5-1)
26	print tape		used for producing required printouts of tabulations, ledgers, tables, registers, and reports	dispose after output has been released and approved
27	reformatted data file	magnetic tape containing essentially duplicate data from the master data file but which is created for use with other computer hardware systems	created for the specific purpose of information interchange	dispose of as provided for master data tape
28			of specific application for agency computer hardware systems	dispose when determination is made that such format is unnecessary
29	sample and subsample data files	magnetic tape containing individual observations selected from a larger census or survey file such as stratified or pure random sample files with or without weighting factors	disclosure free useful in statistical analysis or policy formulation models and simulation studies	destroy when no longer needed
30	security backup file	magnetic tape that is identical in format to master tape retained as security in case master tape is damaged or inadvertently erased	updated	dispose of after 3rd update cycle
31			a one-time study or survey	destroy when no longer needed as determined by each individual DPI
32	magnetic tape library control/transaction records	card decks and magnetic tape files		destroy card decks and dispose of magnetic tapes after the fourth update cycle is created

TABLE 300-4. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
33		machine listings		destroy after 3 months (see note 6)
34		transaction slips		destroy after 3 months or when no longer needed, except table 205-1 applies when the slips serve to account for classified matter
35	other agency files	magnetic tape created by other agencies not altered substantially by recipient		destroy when no longer needed.

NOTES·

1. The term "dispose" in column D is synonymous with the terms "scratch", "erase", and "blank." "Cumulative data," in rule 16, implies no earlier data is deleted in the present pass

2. This type of data is differentiated from simple debugging test data in that the data set is used to exercise all possible data system options within the complete set of programs System debugging test data means data used to debug individual programs or groups of programs prior to final acceptance testing. It must be retained until the related program is discontinued.

3 Acceptance test data may also be contractually defined specification or item in software systems being procured and it or a listing of it may have to be kept with the contract file. Disposition applicable to the contract file would apply to this acceptance test data.

4 In other cases, particularly in systems where accounting for funds is involved, it may be required that the files be kept until a particular version of a system has been audited and approved by the GAO. Retention periods in this case will be in accordance with the specific functional file. This means that specific acceptance test data sets might have to be kept for the life of the particular version of a software system or until all records produced under that system have been disposed of

5 Just as the acceptance test data may need to be kept beyond its useful life for auditing purposes, programs which processed that data may also be kept for audit purposes beyond the operational life of the particular system Disk packs are relatively expensive for long-term storage and there is usually a backup copy of the system on magnetic tape. In these cases, the tape copy of the program together with all relevant documentation may be used in lieu of the disk pack version Either source or object versions of the system may be used for this purpose.

6. Machine listings may be retained for as long as 1 year when they provide audit trails of the last recording made on a specific reel and may be useful in retrieving a lost file or in determining how a file may have been inadvertently scratched.

7 Erasable media consist of magnetic tape (analog, digital), drums disk, disk packs, data cells and other devices that store data in an erasable mode.

TABLE 300-5

AUTOMATED DATA PROCESSING SYSTEMS (ADPS) SECURITY RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	Worldwide Military Command and Control System (WWMCCS)	records defining the WWMCCS and its objectives, providing each WWMCCS site the basic policy, guidelines, techniques and procedures which can be used to implement secure, dependable WWMCCS ADP systems; and prescribe minimum requirements, standards, criteria, and specifications for interfacing each WWMCCS ADP site into a secure responsive teleprocessing network	at HQ USAF/ MAJCOMs/SOAs and designated WWMCCS ADP sites	destroy when superseded, obsolete, or no longer needed
2	threat and risk assessment document	records used to appraise the Designated Approving Authority (DAA) of relative risk(s) versus functional or operational impact of any anticipated threat to ADP systems or sites		
3	user identification/passwords	a plain text or computer language set of characters which uniquely identifies any authorized office, person, or staff agency who may directly have access to, use and receive products or services (hardware or software) from an ADPS computer facility or terminal	at ADPS facilities	
4	ADP system security document	records which describe ADPS, classification thereof, current status, to include threat and risk, other physical or environmental factors, corrective actions to problems and requests for waivers or exceptions to established security installation criteria	at MAJCOMs/SOAs and ADPS facilities	

TABLE 300-5. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
5	ADPS test reports	reports containing data reflecting on the intermediate or final results of ADP system security features of software/hardware and other tests prepared by civil agencies under contract to the government, federal agencies and other military services	at HQ USAF/MAJCOMs/SOAs or AFDSDC, which are prepared by or for AF at preparing activities	hold in office area 5 years; then destroy when no longer needed.
6			at HQ USAF/MAJCOMs/SOAs, which are received from other military services or federal agencies	destroy when no longer needed.
7	ADPS security record(s)	record(s) defining ADPS security program(s) for a specific ADPS facility and its objectives, providing each with the basic policy, guidelines, techniques and procedures which can be used to implement secure, dependable ADPS, and prescribes minimum requirements, standards, criteria and specifications for interfacing each ADPS facility into a secure, responsive teleprocessing network, also any type of reports which relate to ADPS audit compliance with security procedures		destroy when superseded, obsolete or no longer needed.
8	ADP operational publications	microform which describes the ADPS and the classification, microform copy of the computer operation manual (OM) and users manual (UM) and program maintenance manual (MM) of each ADPS which are not part of record sets of publications	at MAJCOMs/SOAs and ADPS facilities	destroy when ADPS is discontinued, superseded or totally redesignated.
9	ADP security incident reports	reports used to identify common AF ADP security problems and/or permit the alerting of AF ADP activities of high probability security threat manifestation		destroy after 1 year
10	ADP contingency planning	records to provide for achievement of the AF ADP security program's purpose when ADP security measures fail		destroy when superseded, obsolete or no longer needed
11	approval of an ADPS to process classified information	Designated Approval Authority approval/disapproval letter, data processing installation (DPI) security plan, security test and evaluation, and other records	approved	destroy after ADPS is retired or approval is superseded.
12			disapproved	destroy 1 year after disapproval.
13	ADPS entry control	registers of personnel requiring access in ADPS restricted or controlled areas	at MAJCOMs/SOAs and ADPS facilities	destroy after 1 year

310. Contractor Data Management. This table covers records for managing data required by and acquired from Air Force contractors.

TABLE 310-1
MANAGEMENT OF CONTRACTOR DATA

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	data item description (DID)	a case file on each standard modified or unique (U) data item containing data item description form justification for approval of and related correspondence used to control and standardize data item requirements levied on contractors	at MAJCOM Data Management Offices, intermediate data management offices and Program Data Management Offices (PDMOs)	destroy 1 year after completion of the contract

TABLE 310-1. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.1		a case file on each R&D data item	at intermediate data management offices and PDMOs	destroy on completion of the related contract.
2	requirement for data to be acquired from industry and DoD agencies under terms of a contract	data calls, proposed data lists, local and higher headquarters data reviews, quality assurance inspections, and surveillance actions	at PDMOs	destroy on completion of the program.
3	command contractor data management review board	minutes, findings, actions, recommendations	with HQ AFSC Co-Chairman	see note 1
4			with members	destroy immediately
5	data management program, policy evaluation	studies, analysis, reviews of effectiveness of data management, and command policies and procedures developed as a result of these studies, analysis and reviews	at MAJCOM data management offices	destroy when no longer needed (see note 2)
6			at other than MAJCOM data management offices	

NOTES

1 Transfer Rule 3 records located in current files area to the DOD clearance officer as successor in function to the Board. All rule 3 records already stored in Federal Records Centers are authorized for immediate disposal

2. Records are not authorized for retirement to Federal Records Centers. Any records already stored there should be returned to the retiring activity for appropriate disposal.

320. Value Engineering. This table covers records pertaining to policies, procedures, and actions required in the implementation of the Air Force Value Engineering Program.

TABLE 320-1

VALUE ENGINEERING PROGRAM RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	value engineering	policies and implementing instructions	at HQ USAF and MAJCOMs	retire as permanent (see note)
2			below MAJCOMs	destroy after 5 years
3		procedures, actions and status reviews of the value engineering program		
4	implementing plans	objectives, task descriptions management reviews, in-house projects and related activity records	below HQ USAF	destroy 1 year after rescission or supersession
5	evaluations and reports	statistical summaries of value engineering actions and related records		destroy 3 years after close of FY

NOTE Offer to the National Archives in 5-year blocks when latest record is 25 years old

355. Disaster Preparedness. This table covers records pertaining to disaster preparedness.

TABLE 355-1
DISASTER PREPAREDNESS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	(RESERVED)			
2	nuclear/biological/chemical (NBC) conventional attack, warning and reporting, detection, decontamination, damage assessment and related activities			see table 55-6, rules 1, 2 and 3
3	accidents involving NBC materials or components and other accidents as defined by AFR 355-1	USAF accident reports with pertinent attachments, records and related papers used in reporting accidents under AFR 355-1	at HQ USAF	destroy after 30 years
*4			at field activities providing assistance	destroy after 2 years or when no longer needed, whichever is later
*5			information copies	
*6	unit training exercises	reports and other data used in evaluating a unit's capabilities as demonstrated during a training exercise		destroy after 2 years or when no longer needed, whichever is later
7			information copies	destroy when superseded or no longer needed
8	natural disasters	reports, messages and other data describing situation accomplishments and results, loss of personnel, equipment, material, aircraft, and related cost expenditure data	at HQ AFRES	destroy after 5 years
*9			at field activities providing assistance	destroy after 2 years or when no longer needed, whichever is later
10			information copies	destroy when no longer needed
11 thru 13	(RESERVED)			
14	civil disorders	reports, messages and other data	at MAJCOMs and subordinate commands providing assistance	destroy after 2 years or on inactivation of the activity, whichever is sooner
15			information copies	destroy when no longer needed
*16	equipment	correspondence, research and development evaluations, procurement, utilization, and other informational data	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later
*17		inspection records for radiac equipment (see T O 11H4-1-5)	at field activities	destroy 24 months after date of last entry, if no other current data is on the form
*18		action copies of unsatisfactory conditions experienced		see table 66-1
*19	protective shelters	correspondence, messages and related records pertaining to marking, stocking and inspecting		destroy after 2 years or when no longer needed, whichever is later
*19.1		correspondence, messages, and related records pertaining to collective protection and contamination control areas	at MAJCOM and below	

TABLE 355-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*20		surveys	at installation disaster preparedness and base civil engineer offices	destroy when superseded or unit/installation is inactivated, whichever is sooner
*20.1		reports, correspondence, messages, pertaining to operations at shelters, to include fallout Time History Charts, Explosive Control Data and shelter activity logs	at installation civil engineer offices	
*21	disaster support group and disaster response force	correspondence, messages and related records	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later
*22	NBC transactions not covered elsewhere in this table	correspondence, messages and other records relating to matters not affecting administration or policy	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later
23	military support to civil agencies	reports, messages and related records	at HQ AFRES and originating agencies	destroy after 2 years
24	(RESERVED)			
*25	military support to civil agencies	reports, correspondence, messages, and other records pertaining to military support to civil authority, civil defense, and related programs	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later
26	assistance agreements	formal agreements to which two or more agencies are signatories	at originating agencies	destroy when superseded, rescinded or on inactivation of the unit, whichever is sooner
27			information or review copies	destroy when superseded or no longer needed
*28	plans	concepts, policy and guidance on disaster preparedness planning and operations, including operations plans or other planning directives and associated reports		destroy after 2 years or when no longer needed, whichever is later.
*29		plans established to supplement the parent command document; details local area policies and concepts necessary for response in emergencies or disasters		
*30	support plans	records similar to those described in rules 28 and 29 above, developed in support of or received from subordinate echelons, lateral commands and other defense agencies for monitoring purposes and/or for coordination of planned operations	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later
31	(RESERVED)			
*32	planning board or staff meeting	minutes of meetings, correspondence, messages, and related records pertaining to the status of overall base effectiveness in disaster preparedness	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later
*33	disaster preparedness training	training outlines, lesson plans, methods and test sheets	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later
34		on-the-job training (OJT)		see table 35-1 and table 50-1
*35		listing of personnel who have taken specialized disaster preparedness training courses		destroy after 2 years or when no longer needed, whichever is later
*36		individual training records	completely filled in	

TABLE 355-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*36.1		training records on individuals removed from specialized teams but remaining on station	inactive forms forwarded to Disaster Preparedness Officer/Noncommissioned Officer (NCO) or training NCO	destroy when individual separates from station
37			on individuals transferred to another base	send to gaining organization
38			on individuals discharged from service	destroy immediately
39	staff assistance visits	reports and related correspondence	at MAJCOMs and below	destroy when obsolete or superseded.

***360. Air Base Operability.** This table covers records pertaining to policy, planning, organizing, training and exercise guidance on the integration of Air Base Survivability (ABS) enhancements.

*TABLE 360-1
AIR BASE OPERABILITY RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	air base operability planning	plans, correspondence, messages, checklists, and related records	at MAJCOMs and below	retire as permanent (see note 1).
2	air base operability meetings and exercises	correspondence, messages, and related records		
3	host nation support or bilateral agreements	information or review copies of formal agreements to which two or more agencies are signatories		
4	staff assistance visits	reports and related correspondence		destroy 2 years after superseded, obsolete, or no longer needed
5	air base operability program, equipment, and funding initiatives	correspondence, messages, and related records		
6	air base operability and survival recovery center operations and training	correspondence, checklists, messages, operating procedures, training allocations and related records	at installation air base survivability offices	retire as permanent (see note 1)

NOTE. Offer to National Archives in 5-year blocks when latest records are 25 years old.

400. Logistics. These tables contain disposition instructions for records created or accumulated in connection with logistic planning, policies, and support, encompassing supplies, equipment, transportation, maintenance, construction, and operation of facilities, movement of personnel, and other similar services to render the military force efficient and effective in both combat and noncombat operations, including implementation, execution, and administration of Hi-Valu, Grant Aid, Security Assistance Program, and USAF Mutual Security Military Sales programs, cross-servicing between the AF and air arms of other NATO nations; foreign military facilities program.

TABLE 400-1

SECURITY ASSISTANCE PROGRAM RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	Journal of Military Assistance	a quarterly publication which includes statistical and control-type data, summaries of status, and progress of principle programs and objectives	at HQ USAF	retire as permanent
2		(RESERVED)		
3		supporting records, including miscellaneous statistical data, political messages and reports, coordination and/or comments from OSD, Army, and Navy covering tri-service programs, and related correspondence	at HQ USAF	retire as permanent
4	records of AF sections of MAAGs and missions	program directives, materiel guidance records, etc , and requisition case files		retire as permanent
5		copies of records used for requisitioning and delivery of materiel and services; also similar-type supply transactions processed according to MILSTRIP, MILSTAMP, and UMMIPS procedures		destroy when no longer needed
6	foreign military sales (FMS)	case files which contain all records required to monitor and process the sale and delivery of materiel and services to eligible foreign countries from receipt of the USAF case directive to final accounting and closing of the case, including copy of the USAF directive, letter of request, letter of offer and acceptance, supply transactions, program changes, procurement data, requisition data, delivery listings, shipping information, closing action and related correspondence	at HQ USAF, HQ AFSC, HQ AFLC, HQ ATC, ALCs and monitoring activities	destroy 10 years after FY in which case is closed
7		reports, such as FMS deliveries and/or services performed, which contain all actual materiel, training, and services provided to eligible foreign countries	at performing organizations	destroy when no longer needed, provided information thereon has been made part of a case file
8		delivery lists and detailed delivery cards	at AFAFC activities	see table 177-3
9		reports, such as FMS forecast of deliveries report, part I-status of FMS (open cases only) quarterly report, part II-status of FMS (closed cases only) annual report	at HQ AFAFC	destroy 10 years after period of report
10			at other than HQ AFAFC	destroy when superseded by an updated report, or when no longer needed
11		data processing records, such as punch cards, suspense listings, checklists, proof lists, monitor lists, error lists, and similar data		destroy 60 days after item action or terminal reports have been prepared
12	grant aid automated program control data	transaction source data in card format, such as DMA5, P&R, commitments, corrections, MASL, delivery, supplemental program directives, requisition status, routing identifier, GL 188, as requested data and forecast data		destroy 7 calendar days after cards have been converted to the source data input tape
13		daily source data input tape for run BFOO		hold 10 calendar days, destroy after data has been input to the basic system
14		daily source data input tape for run BDOO		hold 30 calendar days, destroy after data has been input into the basic system

TABLE 400-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
15		detail delivery data		hold on tape for 1 FY after retirement of the program line; produce and furnish a hard copy to the appropriate finance and accounting activity for later retirement to WNRC
16		requisitions and status data for Security Assistance Program line		delete from the permanent history tape at the time the Security Assistance Program lines are retired
17	grant aid reporting	monthly detail supply performance reports, and monthly MSAF detailed supply performance report	at MAJCOMs and above	retire as permanent.
18			below MAJCOMs	destroy after 1 year.
19		quarterly summary of Security Assistance Program performance and forecast		destroy after 3 years (EXCEPTION· when inactive, retire the 30 June report to WNRC as permanent)
20		military assistance article and service list used to provide price, source availability, and leadtime data for use by the unified commands and military departments		destroy when superseded by an updated report.
21	grant aid country files	requisition data, delivery data, forecast information, item listings, program directive, supplemental directives, program status, and related correspondence	at performing activities	destroy 5 years after completion of supply action.
22		copies of listings, suspense data, transcript sheets, and similar-type data	at coordinating, operational, and supporting activities	destroy when no longer needed.
23	munitions control case files	completed control case files pertaining to the issuing of munitions export licenses for the sale of items on the US Munitions List to foreign free world and other than free world governments, containing requests for sales, munitions export licenses, concurrence or nonconcurrence, justification for actions, and related papers	at HQ USAF	destroy after 10 years.
24	strategic trade control case files	completed control case files pertaining to the exportation of materials and equipment to free world and other than free world governments, containing requests for control/decontrol, concurrence or nonconcurrence, justification for actions, and related papers		

TABLE 400-2

PROPULSION AND GAS TURBINE POWER PLANT RECORDS

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	propulsion centralized accounting	debit/credit records, master tape, reports, stock record accounts, DoD single line item release/receipt records, materiel inspection, and receiving report	at Oklahoma City Air Logistics Center (OC-ALC) for the AFJ2031 accounts, for as long as the engine is in the AF inventory	cut off on loss of engine by exchange, transfer, donation or sale and determination of property accountability, hold 2 years and destroy (EXCEPTION supporting records reflecting disposition of propulsion units terminate from the central account are destroyed 12 years after the engine has been dropped from the AF inventory; the Central Account will retain gain and loss information for 12 years after the TM engine has been terminated from the AF inventory).
2		engine status report	held by the engine manager at the reporting activity	destroy after 1 year or when no longer needed, whichever is sooner
3			at activities reporting to the base engine manager	destroy 30 days after submission of the succeeding report
4	engine reporting	semiannual aircraft engine reclamation and rework/repair report	at HQ AFLC	destroy 12 years after the engines are dropped from AF inventory
5			at other than HQ AFLC	destroy after 1 year or when no longer needed, whichever is sooner
6		requirements/inventory analysis report (RIAR) (aircraft/missiles)	prepared by Engine Inventory Manager ALC and submitted to HQ AFLC and HQ USAF semiannually on completion of requirements and overhaul computation	destroy 3 years after close of the buying year
7		interservice engine reports	consolidated at HQ AFLC	destroy 12 years after the engines are dropped from AF inventory
8			at other than HQ AFLC	destroy after 2 years or when superseded, whichever is sooner
9		(RESERVED)		
10		(RESERVED)		
11		worldwide engine inventory summary report	prepared and distributed by OC-ALC to HQ USAF, HQ AFLC, and EIM monthly to reflect worldwide inventory by type, model and series	destroy 12 years after the engines are dropped from AF inventory
12			at other than HQ USAF and HQ AFLC	destroy after 2 years or when superseded, whichever is sooner

Resources conservation policies and procedures governing the effort to reduce the cost of operating the Defense establishment without degrading mission effectiveness are covered by this table. Its present scope in the AF requires participation by all AF activities and personnel worldwide, and this program gives the AF a formal system for measuring the effects of new policies, procedures, and ideas, and for evaluating the results of increased management attention to day-to-day problems.

TABLE 400-3

RESOURCES CONSERVATION (RECON) PROGRAM RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	AF resources conservation program	resources conservation program individual savings action, RECON program summary, auditor evaluations and reports, functional evaluations, comparable forms and related records	at MAJCOMs and bases	destroy 1 year after close of the FY in which savings are reported.
2			at HQ USAF	retire as permanent
3		records at all levels required to support individual savings for the period in which such savings are reported		destroy 1 year after close of the FY in which savings are reported

TABLE 400-4

LOGISTICS PERFORMANCE MEASUREMENT AND EVALUATION SYSTEM (LPMES)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	Logistics Performance and Evaluation System (LPMES)	LPMES, related correspondence, consolidated reports, and DoD summaries		destroy 2 years after the applicable fiscal year.

TABLE 400-5

PRECIOUS METALS RECOVERY PROGRAM

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	reclamation and use of precious metals	forms, reports, logs, accountability records and correspondence	at HQ USAF/ MAJCOMs/major subordinate commands	destroy after 2 years.
2			below major subordinate commands	destroy after 1 year.

401. Materiel Programming. This table covers records pertaining to planning, organizing, directing, executing, and managing the AF Materiel Procurement Program. This program consists of the specific quantities of weapon/support systems, selected item, or categories of materiel funded from the procurement appropriations for a particular program year.

TABLE 401-1

MATERIEL PROCUREMENT PROGRAM CONTROL RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	directives, HQ USAF-approved program		at HQ USAF, HQ AFLC, HQ AFSC and HQ ESC	retire as permanent
2	directives, program status reports, contractual maintenance requirement data			destroy 3 years after completion of obligations covered by the buying program
3	status reports and related data		at HQ USAF and HQ AFLC	destroy after completion of the program, or 90 days after superseded, whichever is sooner

800. Acquisition Management. This table pertains to planning, organizing, coordinating, directing, and controlling the AF weapon/support/control systems. Weapon systems records applicable to specific functional areas—such as programming, research and development, procurement, supply, maintenance, training, security, and operations—are placed in the series covering the specific functional area.

TABLE 800-1
ACQUISITION MANAGEMENT RECORDS

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	system acquisition program files	initial required operational capability (ROC), development concept paper/decision coordinating papers (DCP), program management directive (PMD), preliminary design, advance planning, baselines, and decisions accomplished in the conceptual phase of the acquisition life cycle	at planning activities having primary responsibility for approved systems	send to system program office on program approval
2			at planning activities having primary responsibility for systems terminated during the conceptual phase	destroy 10 years after the termination of program (see note 1)
3			at system program offices	retain under rule 5
4			at other activities	destroy when the system is phased out of the inventory, terminated, or when no longer needed, whichever is sooner
5		program management plan (PMP), updated PMDs and supplements, basic management plans, approved development concept papers, advance procurement plan, real property facilities plan, test plans/results, risk assessments, milestones, and program decisions accomplished during the validation, full scale development, baselines, production and deployment phases of the acquisition life cycle	at system program offices	destroy 30 years after the system is terminated or phased out of the inventory
6			at monitoring, supporting, testing, and participating activities	destroy when the system is phased out of the inventory, terminated, or when no longer needed, whichever is sooner.
7	Program Management Responsibility Transfer (PMRT) and Turnover Package Files	support, planning, engineering, test and evaluation records, including reference materials, manuals, engineering drawings, specifications and related data necessary to support and operate the system	at system program offices	send to using/supporting command in accordance with the PMRT and turnover agreement
8			at system program offices but not needed by the using/supporting command or when no such command exists	destroy 6 years after the system is phased out of the inventory or terminated (see note 2)
9			at the using/supporting commands	
10			at monitoring, supporting, participating and testing activities	destroy on completion of the transfer or termination of the system
11	selected acquisition reports	quarterly reports		destroy 3 years after the system is phased out of the inventory, terminated, or when no longer needed, whichever is sooner

TABLE 800-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
12	memorandums of agreement (MOAs)	documents negotiated between contract management organizations and program offices for contract administration support	at HQ AFCMD, AFPROs, AFCMOs, program managers, and monitoring organizations	destroy when superseded or on termination of contract administration support of the program
13	DoD plant cognizance program case files	questionnaires, agreements and related records created under the DoD Contract Administration Services Plant Cognizance Program between HQ AFCMD and DoD Military Departments and Defense Agencies when the Air Force is the executive agency	at HQ AFCMD	destroy 10 years after plant cognizance has been transferred from HQ AFCMD
14			at AFPROs and monitoring organizations	destroy 6 months after plant cognizance transfer, or when no longer needed, whichever is sooner
15	defective parts and components control program	government-industry data exchange program forms (ALERT)	at system program offices	destroy on inactivation

NOTES
1. Destroy materials related to on-going programs when no longer needed.
2 Destroy records placed in administrative hold by the Renegotiation Board 6 years after the final determination of excess profits

900. Awards, Ceremonies, and Honors. Tables in this series cover records pertaining to decorations, organizational emblems, memorialization program, awards not covered elsewhere in this regulation, and the suggestion program.

TABLE 900-1
HONORS AND AWARDS (see note 1)

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*1	special honors, trophies and awards	records pertaining to the special trophies and awards program sponsored by AF and private organizations, such as the General Curtis E LeMay Personnel Services Trophy and USAF Personnel Awards, including nominations of individuals, units and groups, minutes of board meetings, announcements of awards, and related forms and correspondence	at HQ USAF or HQ AFMPC	retire as permanent
2			at initiating activities	destroy after 2 years
3			at intermediate headquarters and all nonselected nominations	destroy after 1 year
4	(RESERVED)			
5	memorialization program	case files accumulated by AFMPC/MPCASA and each level of command in naming AF bases, streets, buildings, recreational activities, etc., in honor of outstanding individuals	at HQ AFMPC/DPMAJA or initiating activities	retire as permanent
6			at major and subordinate commands	destroy 1 year after completion of case
7	organizational emblems	copies of official emblem elements, approvals, records resulting from changes in emblem, and copyright releases	at initiating activities	forward to HQ USAFHRC/RIO on inactivation of activity
8			at intermediate headquarters	forward to USAFHRC/RIO when no longer needed
9			at HQ USAFHRC/RIO	retire as permanent (see note 3)

TABLE 900-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
*10	decorations to individuals (military and civilian)	case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents	approved U S military decorations (Medal of Honor, Air Force Cross, Distinguished Service Medal, Silver Star, Distinguished Flying Cross, Airman's Medal) for war and peacetime; all other approved U S military, U S nonmilitary, and foreign decorations relating to wartime and/or combat activities, at awarding/approving authority	retire as permanent (see note 2)
*11			approved peacetime U S military, U S. non-military and foreign decorations at awarding/approving authority	destroy after 25 years
*11.1			disapproved U S military, U S. nonmilitary, and foreign decorations at disapproving authority	destroy after 35 years (see note 5)
*11.2			approved/disapproved Air Force achievement and unit/campaign awards at awarding/disapproving authority	destroy after 1 year
*11.3			approved/disapproved decorations and awards at initiating and intermediate monitoring headquarters	destroy after decoration is awarded or 1 year after disapproval
*11.4		copies of records relating to refused decorations	at awarding authority	destroy after 3 months (see note 6)
12	decorations to foreign nationals and US citizens not employed by US Government	case files of recommendations, decisions, awards announcements, board meeting minutes, and related documents		retire as permanent 2 years after completion of case.
13	decorations to units		approved and disapproved recommendations	destroy 2 years after completion of case.
14	decoration recommendations forwarded to lower headquarters	Records generated when a higher headquarters disapproved recommendation and forwards it to a lower headquarters for consideration of a lesser award		destroy 2 years after completion of action
15	favorable communications	records not required for processing under AFR 900-48		destroy after 1 year.
*16	outstanding personnel programs, e.g, outstanding NCO/Airman award, Junior Officer of the Quarter, outstanding Manager of the Year, AFA representative	personal data, letters of nomination, photographs, and related papers	selected nominees, non-selected nominees and minutes of board meetings	
*17	RESERVED			
*18	RESERVED			

TABLE 900-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
19	miscellaneous AF activity-sponsored programs	announcements of a contest, entry applications or of nominations and supporting records, results, related papers used to monitor and control programs	programs designed to promote esprit de corps, recognition, such as beauty contests, dining hall of the month, or operator of the month	destroy after 2 years or when no longer needed, whichever is sooner
20	safety awards	nominations and other records relating to awards for outstanding achievements in the prevention of accidents	approved awards (record copy)	destroy after 2 years
21			disapproved awards (record copy)	destroy after 1 year or when no longer needed, whichever is sooner
22			other than rules 20 and 21	
23	Secretary of Defense Natural Resources Conservation and Environmental Quality Awards and General Thomas D. White Natural Resources and Conservation and Environmental Awards	reports, photos, maps and correspondence relating to award nominations	approved awards at HQ USAF/LEE	destroy after 3 years or when no longer needed, whichever is later (see note 4).
24			approved awards at installations receiving award	destroy on submission of next annual entry or when no longer needed, whichever is later (see note 4)
25			disapproved awards	
26	AF maintenance awards	applications and background material, and related records	approved recommendations at HQ USAF	destroy after 2 years
27			disapproved recommendations at HQ USAF	
28			approved and disapproved recommendations at intermediate headquarters	destroy after 1 year
29			approved recommendations at initiating activities	destroy after 2 years
30			disapproved recommendations at initiating activities	destroy after 1 year
31	civil engineering awards program	case files of annual submissions in electric power and heat generating plant competition, meritorious achievement award for professional excellence, and comparable programs	approved awards	destroy after 2 years or when no longer needed, whichever is later
32			disapproved awards	destroy on submission of next FY competition or when no longer needed, whichever is later
33	transportation awards	supporting documentation relating to annual transportation awards		destroy after 1 year
34	(RESERVED)			
35	air traffic control annual awards	records pertaining to the selection of air traffic controller/facility of the year, including nominations, records of board meetings, awards presentation, and related data	documentation of selected individual/facility, board documentation, and related correspondence at HQ AFCC	destroy after 2 years
36			documentation of nonselected individuals/facilities and all records other than in rule 35	destroy after 1 year

TABLE 900-1. CONTINUED

RULE	A If the records are or pertain to	B consisting of	C which are	D then
37	aircraft "save" awards	exemplary service reports, certificates, review board documentation, and related data	approved awards at HQ AFCC	destroy after 2 years
38			disapproved awards at HQ AFCC	destroy after 1 year
39			certificates at units to which issued	destroy on inactivation of unit, or when obsolete, whichever is sooner
40			all others not covered by rules 37, 38, and 39	destroy after 1 year
41	air weapons controller badge	applications and related records for award of air weapons controller badge, senior air weapons controller badge, or master air weapons controller badge	at approving/disapproving or intermediate levels	destroy after 1 year
42	air traffic controller badge	applications and related records for award of air traffic controller badge	at approving/disapproving or intermediate levels	destroy after 1 year
43	AF Administration Awards	nominations, minutes of meetings, selectees, non-selectees, and other records relating to awards authorized IAW AFR 900-35	at HQ USAF	destroy after 3 years or when no longer needed, whichever is later
44		approved and disapproved recommendations and related records	at intermediate headquarters	destroy after 2 years
45			at initiating activities	destroy after 1 year
*46	aircraft and munitions maintenance badge	applications and related records for award of aircraft and munitions maintenance badge	approved awards	see AFR 35-44
*47			disapproved awards at disapproving authority	destroy after 1 year

NOTES

1. Rules apply to those copies not required by other directives to be filed in individual military personnel record group (see table 35-1)

*2 Offer to the National Archives in 5-year blocks when latest record is 25 years old.

3 Offer to the National Archives when no longer needed by HQ USAFHRC/RIO for on-site reference

4. Not authorized for retirement to federal records centers.

*5. Disapproval authority will forward a copy of the document announcing decision, and a copy of the proposed citation annotated "Disapproved" for each individual, for filing in the member's Master Personnel Record Group.

*6 Approval authority will forward a copy of the order and citation, along with a signed letter or statement from the individual documenting nonacceptance, for filing in the member's Unit Personnel Record Group.

TABLE 900-2

SUGGESTION PROGRAM

RULE	A If the records are or pertain to	B consisting of	C which are	D then
1	suggestions, inventions and scientific achievements	forms and other records which pertain to submission, processing, evaluation, approval, disapproval, issuance of award, reports and related correspondence	at suggestion program offices at all levels	destroy 1 year after final action (see notes 1 and 3)
2			at evaluating offices	destroy 1 year after final action (see notes 2 and 3) (EXCEPTION suggestion that becomes part of another file—for example, on changes to a directive—becomes part of the directive background file)

TABLE 900-2. CONTINUED

RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
3		minutes of meetings or memoranda for record showing action taken	at suggestion program offices at all levels	destroy 2 years after approval or disapproval
4	products from the Suggestion Program Data System (SPDS) which are mechanically produced output products	transcription records of a card deck used to produce a report or the report itself which serve diversified purposes		destroy when superseded or no longer needed (see note 4)
5	reports, controlled and uncontrolled	tabulations, summaries, feeder reports or information	at suggestion offices	destroy when no longer needed (see note 4)
6	data files created by the Suggestion Program Data System	magnetic computer tapes	at the servicing Base-Level Processing Installation (DPI)	destroy upon expiration of cycle retentions requirements listed in AFM 171-132, volume I

NOTES

1. For suggestion program offices, final action is date of approval of an award or written notification of nonadoption
2. For evaluating offices, final action is the date the suggestion is implemented. Final action on suggestions not implemented is the date of disapproval.
3. If volume warrants, the records may be destroyed on a daily, weekly, monthly, or semiannual basis, see AFR 12-50, volume I, chart 4-1, note 2.
4 Not authorized for retirement to a federal records center

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

LARRY D. WELCH, General, USAF
Chief of Staff

WILLIAM O. NATIONS, Colonel, USAF
Director of Information Management Administration

1 Attachment
Alphabetical Index of Tables

SUMMARY OF CHANGES

This regulation applies to all Air Force Activities, including the Air National Guard, Reserve Forces, and contractors who create, accumulate or manage Air Force records. The decision logic tables (DLTs) are updated to show the latest terminology, correct addresses, office symbols of referenced activities, and retention periods for Air Force records. Editorial changes to the DLTs clarify the description of records and standardize wording and format. Rules are revised, deleted, and added in the appropriate tables. New tables are added.

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